

**Commerce, Industry and Tourism Branch  
Commerce and Economic Development Bureau**

**Environmental Report  
for the Period from April 2009 to March 2010**

**Introduction**

This Report sets out the environmental policy, commitments and progress of green management measures taken by the Commerce, Industry and Tourism Branch of the Commerce and Economic Development Bureau for the period from April 2009 to March 2010.

The Commerce, Industry and Tourism Branch (CITB) is responsible for the formulation and co-ordination of policies and strategies in relation to Hong Kong's external commercial relations, inward investment promotion, tourism, intellectual property protection, consumer protection and competition. It also oversees the development of policies and programmes for the industrial and trade sectors, as well as small and medium enterprises. There are five departments under CITB, namely the Trade and Industry Department, the Invest Hong Kong, the Intellectual Property Department, the Post Office and the Hong Kong Observatory. CITB is also supported by a network of eleven overseas Hong Kong Economic and Trade Offices.

CITB presently operates at three different office locations. The CITB headquarters office occupies leased premises at One Pacific Place, Queensway. Tourism Commission's main office is located at the Central Government Offices East Wing<sup>1</sup> and its sub-office, the Travel Agents Registry

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<sup>1</sup> Office accommodation at the Central Government Offices (CGO) is under the management of the Administration Wing. Green measures on conserving electricity consumption and waste recycling among offices in CGO is monitored and reported separately by the Administration Wing.

(TAR), at Hopewell Centre, Wanchai. The five departments and the Hong Kong Economic and Trade Offices under CITB's purview operate independently in separate local and overseas premises.

### **Our Environmental Policy**

CITB fully supports the Government's commitment to conserve energy for sustainable development. This policy is shared by the five departments under CITB. These departments implement their own green measures and publish their respective environmental reports.

The work of the CITB is entirely office-based. We are committed to providing a green office environment in the workplace and to ensuring that our operation is conducted in an environmentally conscious and responsible manner.

### **Our Green Measures**

In working towards a better and healthier future, we will continue to strive to protect and conserve the environment through –

- adopting technologies and green housekeeping measures for energy conservation, paper saving and using environmental friendly products;
- promoting waste reduction, re-using and recycling resources on an on-going basis; and

- publicizing our environmental policy and encouraging staff participation in environmental protection activities.

### ***(I) Energy Conservation***

The overall electricity consumption of our leased office accommodation at One Pacific Place and Hopewell Centre has slightly increased by 0.1% (from 306,131 kWh in 2008-09 to 306,563 kWh in 2009-10). The corresponding indirect emission of SO<sub>2</sub>, NO<sub>X</sub> and respirable suspended particulars were 585.54 kg, 355.61 kg and 18.39 kg respectively. The slight increase in electricity consumption was the result of additional server equipment installed in the Hopewell Centre office for TAR to cope with their computer system operation. If we discount the additional consumption by TAR, the effectiveness of our efforts in achieving energy saving was well demonstrated by the 1.5% (4,720 kWh) saving in energy consumption in the One Pacific Place office. The following green measures have been effectively taken -

- (a) Air-conditioning*** : During Summer time, we maintain the average office temperature at 25.5°C. Colleagues are encouraged to lower window blinds to reduce direct sunlight and dress lightly. Arrangement has been made for cleansing contractor to clean the dust-filters and fan coil units of our air-conditioning system regularly in order to save energy consumption. Air conditioning after standard supply hours are only provided on rare occasions under very special circumstances.
- (b) Lighting*** : The use of energy saving electronic ballast for office lighting has helped reduce electricity consumption. We have since July 2009 assigned staff on roaster to switch off all lights in the

public areas (e.g. pantries, corridors and common areas) at the end of each workday. Officers are also regularly reminded to switch off the lights and desktop computers in their cellular offices when they are out for meetings, lunch and at the end of their workday. In addition, we have affixed energy saving stickers next to the switches as a gentle reminder to staff to switch off the lights and equipment that are not in use or before leaving the rooms or workplace.

- (c) ***Office Equipment and Facilities*** : In 2009-10, we continued to adopt energy efficient models and to minimize the number of office machines whenever practicable. Three photocopying machines were replaced by machines with built-in scanning function. The 53 computer monitors and printers acquired in the year are all equipped with auto switch-off or energy saving function. In September 2009, we also extended the installation of digital timers to all water dispensers and microwave ovens to enable automatic switching off of the appliances after office hours.

To ensure all lighting, electrical appliances and office equipments are properly switched off when not in use after office hours, we have a special inspection team to patrol common areas and workplaces on roster. They would report on any non-compliance cases if spotted.

## ***(II) Savings on Paper Consumption***

We have achieved 1.9% saving in the overall paper consumption of CITB in 2009-10 (from 3,829 reams in 2008-09 to 3,755 reams in 2009-10). Of this overall consumption amount, 87% (3,267 reams) was recycled paper, indicating an improvement of over 20% increase in recycled paper usage as

compared with the consumption level in 2008-09.

In addition, we have also actively promoted/undertaken the following paper savings measures in the office:-

- (a) ***Computer-aided facility management system*** : An electronic Resource Reservation System is in place to facilitate booking of conference rooms, IT equipment and other common facilities.
- (b) ***E-communication*** : All staff are provided with e-mail access. The majority of communications, both external and internal, are made through emails.
- (c) ***E-bulletin boards*** : E-bulletin boards are used for the dissemination of information to replace hard copies. There are altogether 16 e-bulletin boards in our Branch's LAN system for communication of general information among authorized users in the family departments, and the overseas Hong Kong Economic and Trade Offices.
- (d) ***Reduced use of paper cups and plastic bottles*** : The use of paper cups and plastic bottles is always kept at minimum. Bottled water is occasionally provided at meetings for convenience and the plastic bottles will be collected after use for recycling.
- (e) ***Re-use of paper*** : Colleagues are encouraged to re-use the used papers for drafting, printing or photocopying of file records and news clippings. Envelopes and file jackets are also re-used as far as possible.
- (f) ***Double-side printing*** : We use network printers and desk-top printers which are equipped with duplex function to facilitate printing on both sides. Colleagues are encouraged to print

multiple pages on a single sheet of paper if possible and to preview documents before printing to avoid abortive printing.

### ***(III) Waste Management***

We have arranged/placed waste paper collection bags inside the office to separate waste paper from other waste for recycling. In 2009-10, we collected a total of 7,792 kg of waste paper for recycling. As compared to the 11,954 kg collected in 2008-09, the reduction reflects to a certain extent our effort in consuming less paper. We also collected all used toner cartridges of recyclable models for recycling.

### ***(IV) Green Procurement***

We continue to use recycled toner cartridges for our printers and fax machines as far as possible. At present, 95% of the toner cartridges used are recycled products. The remaining five percents are used for color network printers which cannot support recyclable toner cartridges products for technical reason. In addition, we also use degradable plastic bags for garbage bins and recyclable stationery products to help conserving the environment.

### ***(V) Pollution Prevention***

Unleaded fuel is used for all our departmental cars. Drivers are requested to switch off the vehicle engines while waiting and to drive at a steady speed to avoid sudden braking. Colleagues are also encouraged to use public transport whenever possible, to combine trips and to share the use of pool cars in order to fully utilize each vehicle and journey.

Apart from adopting various green measures as mentioned above, we also issued a series of internal topical Green Tips (Appendix I) in 2009-10 to promote energy saving, reduce water consumption, waste reduction and low carbon living and to encourage the joint effort of all staff colleagues in maintaining a green office environment.

### **Clean Air Initiatives**

To demonstrate the HKSAR Government's commitment in improving the air quality of Hong Kong, the Chief Executive signed the Clean Air Charter on behalf of the HKSAR Government in November 2006. CITB's performance in fulfilling the commitments of the Clean Air Charter is illustrated below: -

<i><b>Commitment</b></i>	<i><b>Performance</b></i>
(a) Achievement in Attaining World Class Standards	We have observed and complied with all the applicable ordinances and regulations on environmental protection related to our operation during the reporting year.
(b) Continuous Emissions Monitors at Significant Sources	The commitment is not applicable to CITB as our operation is mainly office-based which would not generate significant air emissions.

<i>Commitment</i>	<i>Performance</i>
(c) Information Publication	We publish information on our energy and fuel consumption in the Controlling Officer's Environmental Report (COER) every year. The COER is uploaded onto our website for access by the public.
(d) Enhancing Energy Efficiency	We have enhanced energy efficiency by adopting various energy saving measures in our operation such as setting air-conditioning temperature at 25.5°C, using energy-efficient office equipment, adjusting lighting to minimum requirements for illumination, encouraging colleagues to dress smart casual during summer months, etc.
(e) Controlling Air Pollution on High Pollution Days	Colleagues are encouraged to share pool car and use public transport for duty trips whenever possible, combine trips to maximize the use of departmental vehicles and plan routes to minimize the journey distance and time. Colleagues are also reminded to avoid using products with high VOC (Volatile Organic Compounds) content which, according to research, is one of the major reasons for smog formation.



***Commitment***

***Performance***

(f) Experience Sharing

We have attended the briefings and experience sharing workshops hosted by EPD/EMSD and frequently visited GovHK's theme page on Environment to acquire relevant knowledge and new ideas on environmental protection for adoption in the offices. We welcome opinion and feedback on our COER. We have also posted green tips on to our bulletin board to arouse colleagues' awareness of green office environment.

**Conclusion**

We will continue our endeavour to protect and improve the environment through green management practices in the Branch. We shall closely monitor our environmental performance on energy, paper consumption as well as the use of green products, and where applicable take advantage of new technologies to help preserve nature as well as improve efficiency. We shall also strengthen our effort to recycle waste papers and other recyclable wastes, as well as to enhance staff's awareness on energy and paper saving through various internal communication channels e.g. bulletin board, e-mail, notices and publicity posters.

## **Feedback and Enquiries**

Suggestions and enquiries on this Report can be addressed to this Branch by the following means :


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# Energy Saving

To lead by example in promoting energy efficiency, the Government has announced vide ENB Circular No. 3/2009 the target to achieve 5% of saving on electricity consumption in all government buildings (including leased premises) from FY 2009/10 to FY 2013/14.

## What You Should Know

 **Fossil Fuel Reserves are LIMITED** - With a projected world population of 10 billion by 2050, the global energy demand will bring about the depletion of the world's fossil fuel reserves, tighten energy supplies and result in high prices of fuels and electricity. For example, oil reserves worldwide is expected to **start running out by 2010-2020** if we do nothing to reduce consumption. (Source : [http://www.energyland.emsd.gov.hk/eng/energy/envir\\_limit.htm](http://www.energyland.emsd.gov.hk/eng/energy/envir_limit.htm))


 The power wasted by a desktop printer left in "standby" mode after office hours accounts for 70% of the total energy consumed by the printer. (Source : EMSD)


 Screen savers only saves less than 10% energy consumed by a monitor. (Source : EMSD)


## What You Can Do to Contribute in energy saving in office

 Switch off all lights in your office, your desktop computer, printer and monitor when you are out for meetings, lunch and at the end of workday


 Switch off lights and other equipment in the conference rooms right after use

 Switch off lights in corridors and common areas after office hours. While there is designated officer to take care of this at the normal off-duty hour, please assist in doing the same if it comes to your notice that lights remain on after office hours.

 Reduce the brightness level of the screen to the lowest comfortable level.

 Unplug all equipment chargers and adapters when they are not in use.

 Lower window blinds on sunny days.

 Adopt a more relaxed code of business attire in summer.

Your efforts and cooperation are always essential in achieving energy saving, and building up more sustainable future in Hong Kong. For more ideas on how you may contribute, please refer to the "Green Tips - General" posted under "Green Management" in CITB Bulletin Board.



## Reducing Paper Use

Thank you all for supporting the switch to using recycled paper for all photocopiers and network-printers in the office. CITB's Environmental Report 2008-09 has been placed on the CITB Bulletin Board. You may have noticed from the report that our paper consumption in 2008-09 had increased by 13.5% over that in 2007-08. Promoting the use of recycled paper is one of our initiatives to contribute towards reducing paper use and a greener environment. Indeed, your continued effort and initiative in printing with recycled paper and single-side used paper would be greatly valued.

What You Should Know about the cost to the environment for paper use

- ❗ It takes around 17 trees and 1,500 litres of oil to make one tonne of paper (Source: EPD)
- ❗ In Hong Kong, over 9,000 tonnes of municipal solid waste are disposed of daily in 2007, of which, 25% collected is paper (Source: HK Waste Reduction Website <https://www.wastereduction.gov.hk/en/materials/info/msw2007.pdf>)
- ❗ Producing recycled paper creates 74% less air pollution and 35% less water pollution than producing plain paper from virgin fibres (Source: EPD)

How You Can Contribute to reduce paper use

- 💡 Use email/ e-bulletin board instead of fax/ letter for communication and information dissemination.
- 💡 Work on drafts electronically instead of working on printed copy.
- 💡 Think twice before you print/photocopy. Print only what you need and always on both sides of the paper.
- 💡 Reuse single-side printed papers whenever possible.
- 💡 Choose printer-friendly or text-only version when printing webpages. Use bookmark instead of printing out the webpage for reference.
- 💡 Preview documents before printing to avoid abortive printing.
- 💡 Print multiple pages on a single sheet of paper if possible.

For more ideas on how you may contribute to a green environment in Hong Kong, please refer to the "Green Tips - General" posted under "Green Management" in CITB Bulletin Board



## Low Carbon Living

The world's focus in protecting the environment is on combating global warming and reducing carbon emission. You may wish to note that the effect on climate change is not far away from us in HK as illustrated by the facts and figures ([Source from EPD](#)) below -



The annual number of hot nights (days with a minimum temperature of 28°C or above) in summer is expected to increase from the average of 15 nights in 1980 -1999 to 41 nights in 2090-2099.



The annual number of very hot days (days with a maximum temperature of 33°C or above) in summer is expected to increase from the average of 7 days in 1980-1999 to 15 days in 2090-2099.



The average number of cold days (days with a minimum temperature of 12°C or below) is expected to drop from 14 days in 1980-1999 to below one day in the decade 2030-39.

The even more **ALARMING** fact is that the Hong Kong Observatory has already recorded **30 days** of very hot days and **28 days** of hot nights in 2009 (up to 30 September).

Carbon Dioxide, i.e. Carbon Footprint, is emitted from all kinds of human activities like TV watching, air-conditioning, car engine running, etc. We may not be able to avoid leaving carbon footprint, but can certainly reduce the amount. Listed below is some example of "**How Much Carbon Footprint You are Leaving Behind**" ([Source: Environmental Campaign Committee](#)) -



78 kg of carbon dioxide are emitted if you turn on the air-conditioner 12 hours each day for a week.



In 2007, the average annual amount of carbon dioxide emitted by each person in Hong Kong is 6.7 tonnes (which equals to 1340 packs of 5 kg rice)



To net-off the total amount of carbon dioxide emitted by 1 person in Hong Kong, we need 10 trees to carry out photosynthesis for 30 years.

To help combating global warming, you are encouraged to adopt a **LOW CARBON LIVING**. At the workplace, Low Carbon Living can also be achieved through energy and paper saving. Please check out the best practices placed in CITB Bulletin Board -

"Green Tips (May 2009 Issue) - Energy Saving"

"Green Tips (July 2009 Issue) - Reducing Paper Use"



## Mandatory Energy Efficiency Labelling Scheme

You may wish to note that the initial phase of the Mandatory Energy Efficiency Labelling Scheme (MEELS) is fully implemented on 9 November 2009. Three types of prescribed products, **room air conditioners, refrigerating appliances and compact fluorescent lamps** are covered in this phase.

Besides following the energy efficiency labels to procure the above prescribed products as well as other equipment, like photocopiers, printers, fax machines, monitors and computers for use in office, we encourage you to support energy saving in office by observing the following tips in using these office equipment –



### Tips of using photocopiers

- (1) Copy double-sided whenever practicable.
- (2) Save up copying tasks and do them in one batch to save extra energy for getting the photocopier ready to operate.
- (3) Communicate via email instead of using paper, if possible.



### Tips of using printers and fax machines

- (1) Think about whether you really need a printed/ faxed copy before printing/ faxing. Communicate via email whenever possible.
- (2) Turn off the printer when you are not using it and at the end of the working day to reduce energy use.
- (3) Print double-sided whenever practicable.
- (4) Use paper that is already printed on one side for fax machines.
- (5) Use "Print Preview" function to check layout and style before you print.
- (6) Adjust the margins and type size to fit more on the page.



### Tips of using computers and LCD monitors






- (1) Switch off your computer and monitors whenever you are away from your desk for more than an hour or for whatever shorter time you find convenient and after work.
- (2) Enable "sleep" mode if your computer must be left on when you are not using it.
- (3) Avoid using screen savers.
- (4) Reduce the brightness level of the screen to the lowest level you find comfortable.
- (5) Unplug equipment chargers and adapters from socket outlets when not in use.

You may find more details on MEELS and energy saving tips at **home** by visiting EMSD website - ([http://www.emsd.gov.hk/emsd/eng/pee/eels\\_pub1.shtml#pl2](http://www.emsd.gov.hk/emsd/eng/pee/eels_pub1.shtml#pl2))

# USE LESS

## The Obvious Choice

### Using less, we can -

-  Delay depletion of natural resources
-  Save resources for future generations
-  Alleviate the tremendous pressure on the world's ecological system
-  Pay less and save money
-  Reduce the amount of waste generated and help reducing the environmental burden, like
  - Saving effort and money on waste disposal
  - Saving effort and resources for waste treatment and recycling
  - Reducing the demand for landfills



### Use less paper

- Use email/e-bulletin board instead of fax/letter for communication and information dissemination
- Print only what you need and always on double-sided
- Preview documents before printing to avoid abortive printing
- Reuse single-sided printed papers whenever possible
- Print multiple pages on a single sheet of paper if possible



### Use less energy

- Switch off all lights in your office, desktop computer, printer and monitor when you are out for meetings, lunch and at the end of workday
- Switch off lights and other equipment in the conference rooms right after use
- Switch off lights in corridors and common areas after office hours
- Unplug all equipment chargers and adapters when they are not in use
- Lower window blinds on sunny days



### Use less water

- Ensure water taps are tightly closed after use
- Inform the General Registry if you discover any dripping taps. A dripping tap wastes 70 litres of water everyday
- Avoid flushing unnecessarily
- Empty all remains in bottles, cans and other containers before they are washed
- Do not use or store more water than you immediately require

For more ideas on how to use LESS, please check out the best office practices posted under "Green Management" in CITB Bulletin Board.

Green Tips – March 2010 Issue (English version only)

# Reuse and Recycle

- Hong Kong has to deal with an unsustainable amount of waste in a small geographical area. Our existing landfill sites will be completely filled by mid 2010s. If the level of waste continues to grow at the current levels, there will be a need to allocate an additional 400 hectares of land to develop new landfill sites to meet our waste disposal needs up to 2030.
- By using less, we can reduce the amount of waste generated and help reducing the environmental burden.
- **Reuse** is to repeat using items in their original form instead of throwing them away. Before resorting to recycling a used item, reuse it as far as possible.
- **Recycle** is to pass used materials to agents for turning into new products in usable form.
- Both Reuse and Recycle can help to conserve natural resources and to reduce demand for landfill space.

## Reuse

- Reuse envelopes by putting sticker over the old address
- Reuse single-side printed paper by printing or writing notes on the clean side
- Reuse folder or binders, and loose minute file jackets
- When you do use disposable cups, plates, food storage boxes, wash and reuse them. Don't throw them away immediately.

## Recycle

- DOs and DON'Ts for paper recycling



*\* Rubber bands, paper clips and staples are OK as they will be removed in the recycling process. But large metal fasteners and other contaminants should be removed.*

- Use recycled paper for printing documents, and print on both sides whenever possible
- Use recycled toner cartridges
- Separate used papers from other waste and place them in the "GREEN Bags" for recycling

The Administrative Section will continue to procure recycled products for CITB office, you can also contribute by developing a habit in reusing resources, and collecting and separating waste for recycling.

For more tips on waste reduction, please visit <https://www.wastereduction.gov.hk/en/index.htm>