

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

**Environmental Report**  
**for the Period from April 2018 to March 2019**

**Introduction**

This Report sets out the environmental policy, commitments and progress of green management measures taken by the Commerce, Industry and Tourism Branch (CITB) of the Commerce and Economic Development Bureau for the period from April 2018 to March 2019.

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, as well as our participation in the Belt and Road Initiative. 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, Invest Hong Kong, the Intellectual Property Department, the Post Office and the Hong Kong Observatory. CITB is also supported by a network of thirteen overseas Hong Kong Economic and Trade Offices (ETOs).

CITB headquarters and the Tourism Commission (TC)'s main office are located at the Central Government Offices (CGO) in Tamar under the management of the Administration Wing. The Travel Agents Registry (TAR), the sub-office of TC, is in leased premises at Hopewell Centre, Wanchai. While the operational areas and commercial areas of the Kai Tak Cruise Terminal (KTCT) are being managed and overseen by the terminal operator, Worldwide Cruise Terminals, the communal areas of KTCT are under the management of TC. The Single Window Project Management Office (SWPMO) under CITB is accommodated at Customs Headquarters Building,

North Point while the Food Truck Office is in leased premises at Chinachem Exchange Square, Quarry Bay. The five departments and the thirteen ETOs under CITB's purview operate independently in separate local and overseas premises respectively.

## **Our Environmental Policy**

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

The work of CITB is mainly office-based. We strive to provide a green office environment for the workplace and ensure that our operation is conducted in an environmentally conscious and responsible manner.

## **Our Green Measures**

In working towards a better and healthier future, we have continued to protect and conserve the environment through –

- adopting technologies and green housekeeping measures for energy conservation and paper saving, and using environmental friendly products;
- promoting waste reduction, re-using and recycling resources on an on-going basis; and
- promulgating our environmental policy and encouraging staff participation in environmental protection activities.

**(I) Energy Conservation**

As bureaux and offices located at CGO in Tamar are under the management of the Administration Wing, green measures on conserving electricity consumption of CITB headquarters and TC's main office in Tamar are centrally monitored by the Administration Wing. Since SWPMO is accommodated at Customs Headquarters Building, the electricity consumption of the office is monitored by the Customs and Excise Department.

Regarding the leased office accommodation of TAR at Hopewell Centre, the overall electricity consumption decreased by 4.06% (from 40 224 kWh in 2017-18 to 38 592 kWh in 2018-19). The indirect emission of SO<sub>2</sub>, NO<sub>X</sub> and respirable suspended particulars decreased correspondingly, and the total emissions were 73.71 kg, 44.77 kg and 2.32 kg respectively.

As regards the Food Truck Office, the overall electricity consumption decreased by 6.27% (from 10 886<sup>1</sup> kWh in 2017-18 to 10 203 kWh in 2018-19). The indirect emission of SO<sub>2</sub>, NO<sub>X</sub> and respirable suspended particulars decreased correspondingly, and the total emissions were 19.49 kg, 11.84 kg and 0.61 kg respectively.

We continued to adopt the following energy saving measures to upkeep our performance in electricity consumption in 2018-19 –

- (a) **Air-conditioning:** During summer time, the average office temperature at Tamar and KTCT was maintained within the range of 22-26°C. Colleagues were encouraged to dress lightly and lower window blinds to reduce direct sunlight. We also arranged regular cleansing for the dust-filters and fan coil units of our air-conditioning systems to achieve more efficient energy consumption. Air conditioning after standard supply hours was only provided on an operational need basis and under special circumstances.

---

<sup>1</sup> After checking, the electricity consumption in 2017-18 should be 10 886 kWh rather than 7 880 kWh as stated in our Environmental Report covering April 2017 to March 2018.

- (b) **Lighting:** Motion sensors had been installed at Tamar offices, SWPMO and the Food Truck Office to enable automatic control of lightings<sup>2</sup>. General office lightings would be automatically switched off when the designated area was idle. Light sensors had also been installed along the window side, allowing automatic dimming of lights when natural sunlight was adequate for office operation. Officers were reminded to switch off the lights and desktop computers in their cellular offices when they were out for meetings, lunch and at the end of their workday.

In KTCT, lighting of the Cruise Terminal Building was also switched on based on demand and operational needs. There were various lighting modes for controlling the lighting levels at different areas. Energy saving features, including lighting dimming control and occupancy sensors, as well as interlock with fan coil units to control indoor temperature, had been installed at operational and office areas.

- (c) **Office Equipment and Facilities:** In 2018-19, we continued to use energy efficient models and reduce the number of office machines required whenever practicable. All computer monitors and printers acquired in the year were equipped with auto switch-off or energy saving function. In addition, we affixed energy saving stickers on electrical equipment (e.g. photocopiers) in open areas as a reminder to staff. We also enabled power management features on office equipment and installed digital timers to air purifiers and water dispensers to enable automatic switching off of the appliances after office hours.
- (d) **Green Management of Data Centre:** We regularly monitored and measured server utilisation with a view to identifying underutilised servers for consideration of consolidation or virtualisation. All servers and network equipment procured in the year were operated with wide ranges of temperatures and humidity for energy saving. Unused IT systems were decommissioned and idle IT equipment was switched off.

---

<sup>2</sup> The fitting-out work of the TAR office at Hopewell Centre does not support installation of motion sensors for lightings.

To ensure all lighting, electrical appliances and office equipment were properly switched off when not in use after office hours, we deployed a special inspection team to regularly patrol common areas and workplaces in Tamar offices. They reported to General Registry any non-compliance cases found during patrolling and follow-up actions were taken accordingly.

## **(II) *Water Conservation***

Water flow controllers had been installed on all washroom taps to reduce water usage under Water Supplies Department's "Let's Save 10L Water" campaign.

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

The overall paper consumption (all recycled paper) in 2018-19 slightly increased by 2.77% compared with 2017-18 (from 4 983 reams in 2017-18 to 5 121 reams in 2018-19), mainly due to the organisation of an additional international convention held in December 2018 which involved printing of publicity leaflets and discussion materials for around 1 100 participants.

We actively adopted and promoted the following paper saving measures in the office –

- (a) ***Computer-aided Facility Management System***: An electronic Resource Reservation System was put in place to facilitate the booking of conference rooms, IT equipment and other common facilities.
  
- (b) ***E-communication***: All staff were provided with e-mail access. The majority of communications, both external and internal, were made through emails. Press clippings were also circulated through electronic means to reduce paper consumption.

- (c) ***E-bulletin Boards***: E-bulletin boards were used for the dissemination of information to replace hard copies. There were a total of 18 e-bulletin boards in our Branch's LAN system.
  
- (d) ***Reduced Use of Paper Cups and Plastic Bottles***: The use of paper cups and plastic bottles was kept to a minimum. Bottled water was not provided for meetings.
  
- (e) ***Re-use of Paper***: Staff were encouraged to re-use used papers for drafting, printing or photocopying of file records. Envelopes and file jackets were also re-used as far as possible.
  
- (f) ***Double-side Printing***: Network printers and desktop printers were equipped with duplex function to facilitate printing on both sides. Staff were encouraged to print multiple pages on a single sheet of paper and to preview documents before printing to avoid abortive printing.
  
- (g) ***Use of Tablets***: Each directorate officer was provided with a tablet for storing documents for use at meetings in order to minimise paper consumption. In addition, ten more tablets were procured. Officers were encouraged to borrow tablets for use at meetings in order to reduce hardcopies of documents. In general, the provision of tablets were well-received by our officers who found them convenient to store documents and bring to meetings. We plan to procure additional tablets in 2019-20. We aim to encourage officers to migrate as far as possible from using paper documents to using electronic ones in tablets, and hence less paper would be consumed in the long run.

We will continue to solicit suggestions from colleagues on paper saving measures.

#### ***(IV) Waste Management***

As bureaux and offices located at CGO in Tamar are under the management of the Administration Wing, green measures on waste management (other than recycling of waste paper) of CITB headquarters and TC's main office in Tamar are centrally monitored by the Administration Wing. For SWPMO which is accommodated at Customs Headquarters Building, all waste management matters of the office are monitored by the Customs and Excise Department.

We used waste paper collection bags to separate waste paper from other wastes for recycling in Tamar offices. In 2018-19, we collected a total of 9 943 kg of waste paper, accounting for a decrease of 11.79% compared with 11 272 kg in 2017-18.

#### ***(V) Green Procurement***

We continued to use recyclable toner cartridges for our printers and fax machines as far as possible, and all used recyclable toner cartridges were collected for recycling. We also procured green stationery products (e.g. recycled paper and pencils) and used degradable plastic bags for garbage bins. In addition, in procuring products, we adopted green specifications according to the guidelines promulgated by the Environmental Protection Department (EPD) (e.g. office furniture and equipment) and/ or included "trade-in option" (e.g. water dispensers and fax machines).

#### ***(VI) Pollution Prevention***

One of our hybrid electric departmental vehicles was replaced by an electric vehicle in September 2018 and unleaded fuel was used by our remaining four departmental cars. Drivers were reminded to switch off vehicle engines while waiting. To enhance fuel efficiency, they were instructed to drive at a steady speed and avoid sudden braking. Staff were also encouraged to use public transport whenever possible, and to maximise the use of departmental vehicles by combining trips and sharing CITB departmental vehicle services.

For KTCT, clean fuel of Euro V diesel was used for operating different elevating platforms (spiders) for window cleaning and also running standby power generators for emergency use. Other scissor platforms for carrying inspection at heights were driven on rechargeable battery power so as to eliminate air pollution.

Apart from adopting the green measures as mentioned above, we also placed topical green tips on the e-bulletin boards to promote energy saving, water conservation, waste reduction and low carbon living. We have continued to appeal to the joint efforts of Branch 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 then 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>Commitment</i>	<i>Performance</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 Monitoring at Significant Sources	The KTCT Building obtained the Indoor Air Quality Certificate (Excellent Class) in October 2018.



<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 current COER has been 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 within the range of 22-26°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	Staff are encouraged to share CITB departmental vehicle services and use public transport for duty trips whenever possible. Staff are also reminded not to use products with high Volatile Organic Compounds content which, according to research, will lead to smog formation.

<i>Commitment</i>	<i>Performance</i>
(f) Experience Sharing	We attend briefings and experience sharing workshops organised by EPD/Electrical and Mechanical Service Department and frequently visit GovHK's theme page on Environment to acquire relevant knowledge and new ideas on environmental protection for adoption in our offices. We welcome staff's suggestions and feedback on our COER. We also regularly post green tips onto our e-bulletin boards to enhance staff's awareness of green office environment.
(g) Carbon Audit	Carbon audit was conducted on the communal areas of the KTCT and the total GHG emissions were 1 159.41 tonnes CO <sub>2</sub> -e compared with 1 264.5 tonnes Co <sub>2</sub> -e in 2017-18. We have already implemented the GHG reduction measures as recommended in the "Carbon Audit Report for Communal Areas, Kai Tak Cruise Terminal", including minimising paper consumption, switching off lights and air-conditioners when rooms are unoccupied, operating equipment in energy saving mode when they are not intended for use for a long period of time, etc.

## **Conclusion**

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

## **Feedback and Enquiries**

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

Telephone : 3655 5170

Email : [citbenq@cedb.gov.hk](mailto:citbenq@cedb.gov.hk)

Fax : 2530 2984

Post : Commerce, Industry and Tourism Branch

Commerce and Economic Development Bureau

23/F, West Wing, Central Government Offices,

2 Tim Mei Avenue,

Tamar, Hong Kong

Commerce, Industry and Tourism Branch

Commerce and Economic Development Bureau

March 2020