

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

Environmental Report
for the Period from April 2021 to March 2022

Introduction

This Report sets out the environmental policy, commitments and progress of green management measures taken by the former Commerce, Industry and Tourism Branch (CITB) of the Commerce and Economic Development Bureau¹ for the period from April 2021 to March 2022.

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 Hongkong Post and the Hong Kong Observatory. CITB is also supported by a network of fourteen² overseas Hong Kong Economic and Trade Offices (ETOs).

CITB headquarters including the Tourism Commission³ (TC)'s main office are located at the Central Government Offices (CGO) in Tamar under the management of the Administration Wing. In addition, the Single Window Project Management Office (SWPMO) was accommodated at Customs Headquarters Building, North Point up to September 2021, while the China International Import Expo (CIIE) Team was accommodated at the Post Office at the Kennedy Town Community Complex until June 2022. These two offices have since been relocated to leased premises at The Hub, Wong Chuk Hang. For TC, while the operational and commercial areas of the Kai Tak Cruise Terminal (KTCT) are managed and overseen by the terminal operator, Worldwide Cruise Terminals, the communal areas of KTCT are under the management of TC. There are also four sub-offices under TC, viz. the Travel

¹ Upon reorganisation of government structure on 1 July 2022, the former CITB has been re-structured under the reorganised CEDB. When "CITB" is mentioned in the report, it refers to the former CITB before 1 July 2022.

² Dubai ETO commenced operation in October 2021.

³ TC has been transferred to the new Culture, Sports and Tourism Bureau with effect from 1 July 2022.

Agents Registry (TAR) is in leased premises at Hopewell Centre, Wanchai (closed in early September 2022); the Food Truck Office is in leased premises at Chinachem Exchange Square, Quarry Bay (closed in June 2022); the Preparatory Team for the Travel Industry Authority (TIA) is in leased premises at The Hub, Wong Chuk Hang; and the Team 4 sub-office is accommodated at Queensway Government Office, Admiralty (starting from July 2021). The five departments and the fourteen ETOs under CITB's purview operate independently in separate local and overseas premises respectively.

Our Environmental Policy

We fully support 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 environmentally 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. For other offices, the electricity consumption of the SWPMO (April up to September 2021), the CIIE

Team and TC's Team 4 sub-office is monitored by the Customs and Excise Department, Hongkong Post and Government Property Agency respectively.

During the period from April 2021 to March 2022, due to the COVID-19 pandemic, special "work from home" arrangement was implemented as necessary, leading to a reduced number of staff working at office for a few months. As a result, the electricity consumption of most of the out-stationed offices at leased premises decreased compared with 2020-21.

Regarding TAR at Hopewell Centre, the overall electricity consumption slightly decreased by 0.09% (from 35 167 kWh in 2020-21 to 35 136 in 2021-22). The indirect emission of SO₂, NO_X and respirable suspended particulates decreased correspondingly, and the total emissions were 67.11 kg, 40.76 kg and 2.11 kg respectively.

As regards the Food Truck Office at Chinachem Exchange Square, the overall electricity consumption also decreased by 8.65% (from 8 129 kWh in 2020-21 to 7 426 in 2021-22). The indirect emission of SO₂, NO_X and respirable suspended particulates decreased correspondingly, and the total emissions were 14.18 kg, 8.61kg and 0.45 kg respectively.

For the TIA Preparatory Team at The Hub, Wong Chuk Hang, , the overall electricity consumption slightly increased by 1.35% (from 22 362 kWh in 2020-21 to 22 665 in 2021-22). The total emissions of SO₂, NO_X and respirable suspended particulates were 43.29 kg, 26.29 kg and 1.36 kg respectively.

For SWPMO which has been relocated from Customs Headquarters Building, North Point to The Hub, Wong Chuk Hang since October 2021, the overall electricity consumption for the period from October 2021 to March 2022 was 34 404 kWh. The total emissions of SO₂, NO_X and respirable suspended particulates were 65.71 kg, 39.91 kg and 2.06 kg respectively.

We continued to adopt the following energy saving measures to upkeep our performance in electricity consumption in 2021-22 –

- (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.

- (b) **Lighting:** Motion sensors had been installed at Tamar offices, the SWPMO, the Food Truck Office and the office of the TIA Preparatory Team and TC's Team 4 sub-office to enable automatic control of lightings⁴. 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, lightings were 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. In order to enhance energy saving in KTCT, part of the GOBO lightings⁵ for the Symphony of Lights at the communal areas had been changed to LED lightings⁶ with lower electricity consumption. A trial on replacing part of SON type lightings⁷ by LED lightings at the transportation areas was conducted in 2021-22. The luminance level under the new LED lightings was satisfactory.

- (c) **Office Equipment and Facilities:** In 2021-22, 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 installed digital timers to air purifiers and water dispensers to enable automatic switching off of the appliances after office hours.

⁴ The fitting-out work of the TAR office at Hopewell Centre does not support installation of motion sensors for lightings.

⁵ GOBO stands for "Go Between Optics", which is an object placed inside or in front of a light source to control the shape of the emitted light and its shadow.

⁶ LED lightings stand for Light Emitting Diode lightings.

⁷ SON type lightings refer to high pressure sodium lightings.

- (d) ***Green Management of Data Centre:*** We regularly monitored and measured server utilisation with a view to identifying underutilised servers for consideration of consolidation, etc. All servers and network equipment procured in the year were operated with wide ranges of temperatures and humidity levels for energy saving. Unused IT systems were decommissioned and idle IT equipment was switched off.

To ensure all lightings, 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. 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) including that of out-stationed offices in 2021-22 decreased by 6% compared with 2020-21 (from 4 665 reams in 2020-21 to 4 382 reams in 2021-22), mainly due to the implementation of special "work from home" arrangement for a few months, which led to more use of electronic means of communication (e.g. by email) with our stakeholders, etc. .

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 are currently a total of 18 e-bulletin boards in our 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, we encouraged other officers to migrate from using paper documents to using electronic ones in tablets at meetings, so as to consume less paper as far as possible. We will also procure additional tablets for our officers as necessary.

Starting from 2020/21, we inform staff through email of the overall paper consumption by our offices on a monthly basis, which serves as regular reminders of the need to minimize use of paper. We will continue to invite and follow up suggestions from staff on green measures, particularly 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 the SWPMO (up to September 2021) and the CIIE Team, all waste management matters of the offices are monitored by the Customs and Excise Department and Hongkong Post respectively.

We used waste paper collection bags to separate waste paper from other wastes for recycling in Tamar offices. In 2021-22, we collected a total of 4 370 kg of waste paper, accounting for an increase of 33.7% compared with 3

268 kg in 2020-21, mainly as a result of arranging the contractor to collect waste papers more frequently.

To prepare for closing TAR's office at Hopewell Centre in early September 2022, about 715 kg of waste paper was collected in 2021-22.

(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). It was originally planned to install four water dispensers in the KTCT in 2021-22 to cater for the need of cruise passengers under EPD's policy on reducing the use of plastic bottles. Nevertheless, having regard to the development of the COVID-19 pandemic, the installation has been postponed until EPD's further notice.

(VI) Pollution Prevention

Among the five departmental vehicles under CITB, one is an electric vehicle and the remaining four use unleaded fuel. 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 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 conducting inspection at heights were driven on rechargeable battery power so as to eliminate air pollution.

Apart from adopting the green measures 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 will continue to appeal to the joint efforts of our colleagues in maintaining a green office environment.

Clean Air Initiatives

To demonstrate the HKSAR Government's commitment to 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. Our 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.
(b) Continuous Emissions Monitoring at Significant Sources	The KTCT Building obtained the Indoor Air Quality Certificate (Excellent Class) in 2021-22.
(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.

<i>Commitment</i>	<i>Performance</i>
(e) Controlling Air Pollution on High Pollution Days	Staff are encouraged to share our 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.
(f) Experience Sharing	We attend briefings and experience sharing workshops organised by EPD/Electrical and Mechanical Services Department and frequently visit GovHK's theme page on the 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 at the communal areas of KTCT and the total GHG emissions were 787.1 tonnes CO ₂ -e, which was a 16.51% decrease as compared to the level of 2020-21 (942.75 tonnes CO ₂ -e). 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 will continue our endeavours to protect and improve the environment through green management practices in our offices. We will 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 will 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 us by the following means –

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