

# **Commerce and Economic Development Bureau**

## **Environmental Report for the Period from April 2022 to March 2023**

### **Introduction**

This Report sets out the environmental policy, commitments and progress of green management measures taken by the Commerce and Economic Development Bureau (CEDB)<sup>1</sup> for the period from April 2022 to March 2023.

CEDB is responsible for the formulation and co-ordination of policies and strategies in relation to Hong Kong's external commercial relations, inward investment promotion, intellectual property protection, consumer protection and competition, postal services, telecommunications, broadcasting 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 six departments under CEDB, namely the Hongkong Post, the Intellectual Property Department, Invest Hong Kong, Office of the Communications Authority, Radio Television Hong Kong and the Trade and Industry Department. CEDB is also supported by a network of fourteen overseas Hong Kong Economic and Trade Offices (ETOs).

CEDB headquarters are located at the Central Government Offices (CGO) in Tamar under the management of the Administration Wing. The Single Window Project Management Office (SWPMO) is accommodated in leased premises at The Hub, Wong Chuk Hang, while the China International Import Expo (CIIE) Team and part of the Personnel Registry (PR) of the Administration Division have been relocated from CGO to another leased premises at The Hub since June 2022. The six departments and the fourteen ETOs under CEDB'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

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<sup>1</sup> Upon reorganisation of government structure on 1 July 2022, the former Commerce, Industry and Tourism Branch (CITB) has been re-structured under the reorganised CEDB. When "CEDB" is mentioned in the report, it refers to the former CITB and includes the newly transferred Division 8, but excludes Tourism Commission which has been transferred to the new Culture, Sports and Tourism Bureau with effect from 1 July 2022.

six departments which implement their own green measures and publish their respective environmental reports.

The work of CEDB 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, it would centrally monitor green measures on conserving electricity consumption.

SWPMO has been relocated from Customs Headquarters Building, North Point to The Hub, Wong Chuk Hang since October 2021. The overall electricity consumption in 2022-23 was 137 269 kWh, i.e. on average 11 439 kWh per month, which nearly doubled the average monthly electricity consumption level in 2021-22. The main reasons for the surge are the increase in the number of staff in SWPMO and cessation of work-from-home arrangement for staff since mid-2022. The total emissions of SO<sub>2</sub>, NO<sub>X</sub> and respirable suspended particulates were 262.18 kg, 159.23 kg and 8.24 kg respectively.

For the sub-office set up for CIIE Team and PR at The Hub starting from June 2022, the overall electricity consumption was 23 792.79 kWh. The total emissions of SO<sub>2</sub>, NO<sub>X</sub> and respirable suspended particulates were 45.44 kg, 27.6 kg and 1.43 kg respectively.

We continued to adopt the following energy saving measures to maintain our performance in electricity consumption in 2022-23 –

- (a) ***Air-conditioning:*** During summer time, the average office temperature at Tamar 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 and the sub-office for CIIE Team and PR to enable automatic control of lightings. 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.
- (c) ***Office Equipment and Facilities:*** In 2022-23, 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.
- (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.
- (e) ***Dress Casual Fridays:*** Starting from 5 August 2022, colleagues are encouraged to put on sportswear or casual wear for work on Fridays. This helped achieve energy saving as “dressing light”

could reduce energy consumption associated with the use of air-conditioning and fans in the office during the summer months.

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 2022-23 decreased by 13% compared with 2021-22 (from 2 641 reams in 2021-22 to 2 304 reams in 2022-23).

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 procure additional tablets for our officers as necessary.

We have been informing 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 CEDB headquarters in Tamar are centrally monitored by the Administration Wing.

We have been using waste paper collection bags to separate waste paper from other wastes for recycling in Tamar offices. In 2022-23, we collected a total of 7 194 kg of waste paper, accounting for an increase of 65% compared with 4 370 kg in 2021-22, mainly due to clearing of more waste paper by some teams before relocation to another office premises.

#### **(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***

Among the four departmental vehicles under CEDB, one is an electric vehicle and the remaining three 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.

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 –

<b><i>Commitment</i></b>	<b><i>Performance</i></b>
(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 leased premises of SWPMO, CIIE Team and PR obtained the Indoor Air Quality Certificate (Good Class) in 2022-23.

<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 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 suggestions and feedback on our COER. We also regularly post green tips onto our e-bulletin boards to enhance staff awareness of the importance of maintaining green office environment.

## **Conclusion**

We will continue 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 awareness through various internal communication channels, e.g. e-bulletin boards, e-mails, notices and publicity posters.

## **Feedback and Enquiries**

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