

# **Commerce and Economic Development Bureau**

## **Environmental Report for the Period from April 2024 to March 2025**

### **Introduction**

This Report sets out the environmental policy, commitments and progress of green management measures undertaken by the Commerce and Economic Development Bureau (CEDB) for the period from April 2024 to March 2025.

CEDB is responsible for the formulation and coordination 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, participation in the Belt and Road Initiative, and support 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 fifteen overseas Hong Kong Economic and Trade Offices (ETOs)<sup>1</sup>.

CEDB headquarters is located at the Central Government Offices (CGO) in Tamar under the management of the Administration Wing. The Single Window Project Management Office (SWPMO) of CEDB is accommodated in leased premises at The Hub, Wong Chuk Hang. The six departments and the fifteen ETOs under CEDB's purview operate independently in local and overseas premises respectively.

### **Our Environmental Policy**

We fully support the Government's pledge to achieve carbon neutrality before 2050, which is Hong Kong's overall environmental goal. This goal is shared by the 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 environment for the workplace and ensure that our operation is conducted in an environmentally conscious and responsible manner.

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<sup>1</sup> The Kuala Lumpur ETO commenced operation on 10 December 2025.

## **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, reusing and recycling resources on an on-going basis; and
- promulgating our environmental policy and encouraging staff participation in environmental protection activities.

### ***(A) Energy Saving and Green Buildings***

As bureaux and offices located at CGO in Tamar are under the management of the Administration Wing, the latter is responsible for centrally monitoring green measures on conserving electricity consumption.

For SWPMO currently accommodated at The Hub, the overall electricity consumption in 2024-25 was 192 207 kWh, i.e. on average 16 017 kWh per month, which was around 19.9% higher than the monthly average electricity consumption in 2023-24. The increase was mainly attributed to additional staff accommodated in the office, resulting in higher usage of electrical equipment, etc. The total emissions of SO<sub>2</sub>, NO<sub>x</sub> and respirable suspended particulates were 367.12 kg, 222.96 kg and 11.53 kg respectively.

We continued to implement the following energy saving measures to upkeep our performance in electricity consumption in 2024-25 –

- ***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 cleaning of the dust-filters and fan coil units in our air-

conditioning systems to enhance energy efficiency. Air conditioning after standard supply hours was only provided on an operational need basis.

- ***Lighting:*** Motion sensors had been installed 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 able to adjust the level of illumination in the office areas, and they were also reminded to switch off the lights in their cellular offices when they were out for meetings, lunch and at the end of their workday.
- ***Office Equipment and Facilities:*** We continued to use energy efficient models and reduce the number of office machines whenever practicable. All computer monitors and printers acquired in the year were equipped with auto switch-off or energy saving function. In addition, we had affixed energy saving stickers on electrical equipment (e.g. photocopiers) in open areas as a reminder to staff. The staff were also reminded to turn on power saving mode on their desktop computers when they were out for meetings and lunch, and shut down the computers and other office machines at the end of their workday. We had also installed digital timers on air purifiers and water dispensers to enable automatic switching off of the appliances after office hours.
- ***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.
- ***Dress Casual Fridays:*** Starting from August 2022, colleagues are encouraged to dress sporty or casual 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 in 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 the workplaces and related common areas at CGO. The team reported to General Registry any non-compliance cases found during patrolling and follow-up actions were taken accordingly.

### ***(B) Green Transport***

The fueled vehicles in CEDB are replaced by electric vehicles in phases. Currently, among our four departmental vehicles, three of them are electric vehicles. The adoption of electric vehicles contributes towards the Government's target of attaining zero vehicular emissions before 2050. Drivers were also 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.

### ***(C) Waste Reduction and Recycling***

As bureaux and offices located at CGO are under the management of the Administration Wing, green measures on waste management (other than recycling of waste paper) of CEDB headquarters at CGO 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 2024-25, we collected a total of 6 464 kg of waste paper, accounting for an increase of around 52.5% compared with 4 240 kg in 2023-24. The increase was largely due to the disposal of waste paper following the relocation of part of the Personnel Registry of the Administration Division from the leased premises in The Hub to CGO since May 2024.

The overall paper consumption (all recycled paper) including SWPMO, which is accommodated in leased premises, in 2024-25 increased by about 6.6% compared with 2023-24 (from 2 557 reams in 2023-24 to 2 727 reams in 2024-25), mainly due to the organisation of more face-to-face meetings and activities, which required the printing of more documents, reports and related materials.

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

- ***Computer-aided Facility Management System:*** An electronic Resource Reservation System had been put in place to facilitate the booking of conference rooms, IT equipment and other common facilities.
- ***E-communication:*** All staff have been provided with e-mail access. The majority of communications, both external and internal, were made through emails. Press clippings were also circulated by email to reduce paper consumption.
- ***E-promotion:*** Digital tools were used to promote messages and other information to colleagues whenever necessary, e.g. online newsletters published by the Belt and Road Office, and electronic seasonal greeting cards during festive seasons. Staff were also encouraged to use the screensaver settings or e-signatures to promote events or share messages.
- ***E-bulletin Boards:*** E-bulletin boards, instead of hard copies, were used for the dissemination of information to staff. There are currently a total of 18 e-bulletin boards in our LAN system.
- ***Reduced Use of Paper Cups and Plastic Bottles:*** The use of paper cups and plastic bottles was kept to a minimum. Reusable cups, instead of paper cups and bottled water, were used during meetings.
- ***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.
- ***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.
- ***Use of Tablets:*** Each directorate officer has been provided with a tablet for storing documents for use at meetings in order to

minimise paper consumption. In addition, other officers were encouraged to migrate from using paper documents to using electronic ones on tablets at meetings, so as to consume less paper as much as possible. We will procure additional tablets for our officers as necessary.

- ***Regular Reminders to Staff:*** Monthly emails were sent to staff to report overall office paper consumption, serving as reminders to minimise usage. We continued to invite and follow up suggestions from staff on green measures, particularly paper saving measures.

#### ***(D) Other Green Performance Measures***

Apart from the above, we also adopted the following green performance measures –

- ***Green Management:*** We have appointed a Green Manager, i.e. Chief Executive Officer (Grade Management & Administration), to oversee the implementation of green and energy saving measures in CEDB.
- ***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.
- ***Green Procurement:*** We continued to use recyclable toner cartridges for printers and fax machines, and 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 procuring products, such as office furniture and equipment, we adopted green specifications according to the guidelines promulgated by the Environmental Protection Department (EPD) and/or included "trade-in option" (e.g. water dispensers and fax machines), and arranged bulk purchase and delivery to reduce individual product packaging.
- ***Green Working Environment:*** We promoted a green working environment by placing greenery and plants in office areas.

## Commitments under Clean Air Charter

We support the Government's commitment under the Clean Air Charter to improve the air quality of Hong Kong. Our performance in fulfilling the commitments of the Clean Air Charter is illustrated below –

<u>Commitment</u>	<u>Performance</u>
(a) Achievement in Attaining World Class Standards	We have 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 obtained the Indoor Air Quality Certificate (Good & Excellent Class) in 2024-25.
(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.

<u>Commitment</u>	<u>Performance</u>
(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 (e.g. air freshener and insecticide) which, according to research, will lead to smog formation.
(f) Experience Sharing	We attend briefings and experience sharing workshops organised by the EPD and the 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 suggestions and feedback from staff on our COER. We also regularly post green tips onto our e-bulletin boards to enhance the awareness of the staff of the importance of maintaining green office environment.

## **Conclusion**

We will continue to protect and improve the environment through green management practices and adoption of environmental-friendly technologies as far as practicable in our offices. We will closely monitor our environmental performance on energy and paper consumption as well as the use of green products. 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 and emails.

## **Feedback and Enquiries**

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

Telephone : 3655 5413  
Email : [enquiry@cedb.gov.hk](mailto:enquiry@cedb.gov.hk)  
Fax : 2530 2984  
Post : Commerce and Economic Development Bureau  
23/F, West Wing, Central Government Offices,  
2 Tim Mei Avenue,  
Tamar, Hong Kong

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