

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

**Environmental Report**  
**for the Period from April 2019 to March 2020**

**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 2019 to March 2020.

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. In addition, the Single Window Project Management Office (SWPMO) is accommodated at Customs Headquarters Building, North Point while the China International Import Expo (CIIE) Team, set up in July 2019, is accommodated at the Post Office of Hong Kong Post at Kennedy Town Community Complex. For TC, while the operational areas 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 three sub-offices under TC, viz. the Travel Agents Registry (TAR)

is in leased premises at Hopewell Centre, Wanchai; the Food Truck Office is in leased premises at Chinachem Exchange Square, Quarry Bay; and the Preparatory Team for the Travel Industry Authority (TIA) is in leased premises at The Hub, Wong Chuk Hang. 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. The electricity consumption of the SWPMO and the CIIE Team are monitored by the Customs and Excise Department and Hong Kong Post respectively.

Regarding TAR at Hopewell Centre, the overall electricity consumption decreased by 5.49% (from 38 592 kWh in 2018-19 to 36 474 kWh in 2019-20). The indirect emission of SO<sub>2</sub>, NO<sub>X</sub> and respirable suspended particulates decreased correspondingly, and the total emissions were 69.67 kg, 42.31 kg and 2.19 kg respectively.

As regards the Food Truck Office at Chinachem Exchange Square, the overall electricity consumption also decreased by 7.5% (from 10 203 kWh in 2018-19 to 9 438 kWh in 2019-20). The indirect emission of SO<sub>2</sub>, NO<sub>X</sub> and respirable suspended particulates decreased correspondingly, and the total emissions were 18.03 kg, 10.95 kg and 0.57 kg respectively.

For the TIA Preparatory Team which was relocated from Tamar to The Hub, Wong Chuk Hang in April 2019, the overall electricity consumption was 21 772 kWh in 2019-20. The total emissions of SO<sub>2</sub>, NO<sub>X</sub> and respirable suspended particulates were 41.58 kg, 25.26 kg and 1.31 kg respectively.

We continued to adopt the following energy saving measures to upkeep our performance in electricity consumption in 2019-20 –

- (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.

- (b) **Lighting:** Motion sensors had been installed at Tamar offices, the SWPMO, the Food Truck Office and the office of the TIA Preparatory Team to enable automatic control of lightings<sup>1</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, lightings of the Cruise Terminal Building 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 lightings<sup>2</sup> for the Symphony of Lights at the communal areas had been changed to LED lightings<sup>3</sup> with lower electricity consumption. We plan to conduct a trial on replacing part of SON type lightings<sup>4</sup> to LED lightings at the transportation areas in 2020-21.

- (c) **Office Equipment and Facilities:** In 2019-20, 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

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<sup>1</sup> The fitting-out work of the TAR office at Hopewell Centre does not support installation of motion sensors for lightings.

<sup>2</sup> 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.

<sup>3</sup> LED lightings stand for Light Emitting Diode lightings.

<sup>4</sup> SON type lightings refer to high pressure sodium lightings.

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 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) in 2019-20 decreased by 16.7% compared with 2018-19 (from 5 121 reams in 2018-19 to 4 264 reams in 2019-20).

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. On top of the ten tablets procured in 2018-19, ten more tablets were procured in 2019-20 for officers' use at meetings as necessary, with a view to reducing hardcopies of documents. The provision of tablets were well-received by our officers who found them convenient to store documents and bring to meetings.

With more use of tablets at meetings, this would be conducive to paper saving. We will continue to procure additional tablets and encourage officers to migrate from using paper documents to using electronic ones in tablets, so as to consume less paper as far as possible.

Starting from 2020/21, we inform staff through email of paper consumption in CITB on a monthly basis, which could serve as regular reminders of the need to minimize use of paper. We will continue to invite and follow up on 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 and the CIIE Team, all waste management matters of the offices are monitored by the Customs and Excise Department and Hong Kong Post respectively.

We used waste paper collection bags to separate waste paper from other wastes for recycling in Tamar offices. In 2019-20, we collected a total of 6 480 kg of waste paper, accounting for a decrease of 34.83% compared with 9 943 kg in 2018-19.

#### ***(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 five departmental vehicles, 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 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 will continue 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 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. 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.
(b) Continuous Emissions Monitoring at Significant Sources	The KTCT Building obtained the Indoor Air Quality Certificate (Excellent Class) in October 2019.
(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 1 186.78 tonnes CO <sub>2</sub> -e, which was roughly similar to the level of 2018-19 (1 159.41 tonnes). 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 CITB. 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**

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