

# **Commerce and Economic Development Bureau**

## **Environmental Report for the Period from April 2023 to March 2024**

### **Introduction**

This Report sets out the environmental policy, commitments and progress of green management measures taken by the Commerce and Economic Development Bureau (CEDB) for the period from April 2023 to March 2024.

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 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. The China International Import Expo (CIIE) Team and part of the Personnel Registry (PR) of the Administration Division were accommodated in leased premises in The Hub until May 2023 and May 2024 respectively and relocated back to CGO afterwards. The six departments and the fourteen 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.

### **Clean Air Initiatives**

To demonstrate the 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 –

<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, CIIE Team and PR obtained the Indoor Air Quality Certificate (Good Class) in 2023-24.
(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 Environmental Protection Department 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.

## **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 2023-24 was 160 268 kWh, i.e. on average 13 355 kWh per month, which was around 16.7% higher than the monthly average electricity consumption in 2022-23. The increase is mainly due to the office expansion to accommodate additional staff. The total emissions of SO<sub>2</sub>, NO<sub>X</sub> and respirable suspended particulates were 306.11 kg, 185.91 kg and 9.61 kg respectively.

For the sub-office for CIIE Team and PR at The Hub, the overall electricity consumption in 2023-24 was 21 632.24 kWh, i.e. on average 1 802 kWh per month, which was around 9.1% lower than the monthly average electricity consumption in 2022-23. The total emissions of SO<sub>2</sub>, NO<sub>X</sub> and respirable suspended particulates were 41.32 kg, 25.09 kg and 1.30 kg respectively.

We continued to adopt the following energy saving measures to upkeep our performance in electricity consumption in 2023-24 –

- ***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.
- ***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 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 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 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 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 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 on 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***

Among the four departmental vehicles under CEDB, one is an electric vehicle and the remaining three use unleaded fuel. The adoption of electric vehicles contributes towards the Government's target of attaining zero vehicular emissions before 2050. To this end, we will gradually convert the existing three fueled vehicles to electric vehicles. 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 2023-24, we collected a total of 4 240 kg of waste paper, accounting for a decrease of around 41.1 % compared with 7 194 kg in 2022-23.

The overall paper consumption (all recycled paper) including that of out-stationed offices (i.e. SWPMO, CIIE Team and PR) in 2023-24 increased by around 11% compared with 2022-23 (from 2 304 reams in 2022-23 to 2 557 reams in 2023-24), mainly due to the organisation of more face-to-face meetings and activities upon full resumption of normalcy from the pandemic, leading to the need for printing more documents, reports, etc.

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

- ***Computer-aided Facility Management System***: An electronic Resource Reservation System has 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. posting pop-up appeal messages in the screensavers of their desktop computers and using WhatsApp messages to encourage them to vote in 2023 District Council Ordinary Election. Staff were encouraged to make use of the screensaver settings 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. Bottled water was not provided for 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:*** We informed staff through email of the overall paper consumption by our offices on a monthly basis, which serves as regular reminders of the need to minimise use of paper. We continue 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 have 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 our printers and fax machines, 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 procuring products, such as office furniture and equipment, we adopted green specifications according to the guidelines promulgated by the EPD and/or included "trade-in option" (e.g. water dispensers and fax machines).

#### **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 e-mails.

## **Feedback and Enquiries**

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

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