

# **Innovation, Technology and Industry Bureau<sup>1</sup>**

## **Environmental Report 2021**

### **Introduction**

This Environmental Report highlights Innovation, Technology and Industry Bureau (ITIB)'s commitment to supporting government policies on environmental protection and its green measures taken in 2021.

### **Key Responsibilities**

2. Committed to developing Hong Kong into an international innovation and technology (I&T) centre, ITIB formulates policies to promote a vibrant I&T ecosystem with excellent software and hardware support. ITIB is the coordinating bureau for promotion of the application of I&T in improving people's daily life, the development of smart city and digital economy. ITIB also formulates policies to augment the pool of innovation and technology talents, and promotes development of "re-industrialisation" and advanced manufacturing industry. In addition to facilitating research and development (R&D) collaboration with the world's top-notch science and research institutes, ITIB also promotes measures that support technology start-ups and develop technological research infrastructure. ITIB's office is located at Central Government Offices (CGO) in Tamar which is under the management of the Administration Wing of the Chief Secretary for Administration's Office.

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<sup>1</sup> Innovation and Technology Bureau (ITB) is re-titled as Innovation, Technology and Industry Bureau (ITIB) with effective from 1 July 2022 upon the re-organisation of Government Secretariat.

## **Environmental Goal**

3. To tie in with the Government's commitment to environmental protection and in the pursuit of sustainable development, ITIB has been practising a wide range of green initiatives in its daily operation to protect the environment and promote the optimum use of resources and energy.

## **Green Measures adopted in 2021**

4. In 2021, we had continued to implement the green measures taken in the earlier years and explored new initiatives aiming at achieving a greener and sustainable working environment. Details of the green measures taken are as follows:

### **(a) Minimising Paper Consumption**

- ✓ Using electronic mail extensively for internal and external communication and for transmitting documents for editing and review
- ✓ Promoting events and campaigns through website/social media and reducing paper promotional materials
- ✓ Uploading publications/notices onto our website to reduce photocopying
- ✓ Sending festive greeting cards by electronic mail
- ✓ Using e-fax service
- ✓ Requesting minimal numbers of hard copies of government publications
- ✓ Disseminating information internally on e-bulletin board and circulating circulars and notices through electronic means
- ✓ Adopting the Government-to-Employees (G2E) services, such as e-Payroll and e-Leave system, to reduce the use of paper forms
- ✓ Avoiding use of fax cover pages and envelopes for unclassified documents
- ✓ Using blank side of used paper for drafting, printing or photocopying

- ✓ Commencing the preparatory work for implementing Electronic Recordkeeping System to further reduce the number of paper files

**(b) Waste Reduction and Recovery**

- ✓ Collecting used paper, outdated publications, metal cans and plastic bottles as well as used printer cartridges for recycling
- ✓ Reusing envelopes, file folders, tags and paper clips as far as practicable
- ✓ Reusing carton boxes for storage
- ✓ Reusing decorations for festive events
- ✓ Collecting unused stationery from officers for re-distribution
- ✓ Recording the weight of daily general waste/recyclables to monitor the trend of waste generation in the office

**(c) Energy Conservation**

- ✓ Using video conferencing system for meeting to reduce frequency of duty travel
- ✓ Turning off lights, computers and other electrical equipment when they are not in use
- ✓ Maintaining the room temperature at 25.5°C as far as practicable
- ✓ Using motion sensors for lighting control and air-conditioning for cellular offices so that lights will be off automatically and temperature level will be adjusted to minimum energy consumption when no motion is detected
- ✓ Using venetian blinds to adjust the penetration of sunlight (allow sufficient sunlight for natural lumination and at the same time reduce sunlight heating in summer)

**(d) Green Procurement**

- ✓ Using e-Procurement Programme to procure IT-related goods and non-construction services under IT Standing Offer Agreements
- ✓ Selecting electrical appliances with Energy Saving Label

- ✓ Procuring photocopiers and printers with double-side printing function and equipped with automatic energy saving function
- ✓ Encouraging trading-in of obsolete office equipment in procurement
- ✓ Using green stationery items such as refillable ball pens supplied by the Government Logistics Department
- ✓ Using recycled toner cartridges for printers as far as possible
- ✓ Arranging bulk purchase and delivery to reduce individual product packaging
- ✓ Reviewing regularly the usage rate of stock items that have expiry dates

**(e) Staff Awareness**

- ✓ Allowing staff to dress light, such as chinos and polo T-shirts, unless the circumstances demand more formal dressing
- ✓ Issuing guidelines/tips on green measures to all colleagues to promote staff awareness on environmental protection
- ✓ Putting notices to remind colleagues to switch off photocopiers, computers and other electrical appliances when they are not in use
- ✓ Ensuring proper maintenance of our departmental vehicles and reminding our drivers to switch off vehicle engines while waiting
- ✓ Encouraging staff participation in environmental protection and energy saving activities

**(f) Green Working Environment**

- ✓ Discarding the provision of bottled water and the use of disposable cups
- ✓ Displaying plants in office areas
- ✓ Cleaning the air ventilation systems regularly as well as using air purifiers to improve the air quality of the office
- ✓ Using auto-sensitised taps in washrooms to reduce water consumption

## **Commitment to Clean Air Charter**

5. The HKSAR Government has endorsed and signed the Clean Air Charter to join forces with the business sector and the community to reduce emissions. CGO was awarded with “Excellent Class” Indoor Air Quality Certificate again in 2021.

6. ITIB will continue to implement following measures to reduce emissions:-

- ✓ Using unleaded petrol for departmental vehicles
- ✓ Using electric fans to help reduce the reliance on air-conditioning, which uses more energy
- ✓ Practicing carpooling and task combination as far as practicable to achieve multiple objectives in one journey instead of arranging separate trips

## **Green Management Performance**

7. Thanks to the effective measures and collective staff support in minimising paper consumption, and partly also owing to the “work at home” arrangements during parts of the year, as compared with 2020, our paper consumption in 2021 had significantly decreased by 39%. We will continue the endeavors to enhance green management in ITIB by adopting green and energy-efficient measures in our operation.

## **Way Forward**

8. Looking forward, we will continue to maintain the good practices in conserving energy and minimising consumption of resources in a sustainable manner. We will also review the existing measures regularly to identify opportunities for further green initiatives and promote environmental consciousness among staff.

## **Feedback**

9. Comments and suggestions on this Environmental Report are welcome.

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