

# **Innovation, Technology and Industry Bureau**

## **Environmental Report 2022**

### **Introduction**

This Environmental Report highlights Innovation, Technology and Industry Bureau (“ITIB”)’s commitment to supporting government policies on environmental protection and its green management measures taken in 2022.

### **Key Responsibilities**

2. The Country’s 14th Five-Year Plan states clearly its support for Hong Kong’s development as an international innovation and technology (“I&T”) centre. The Hong Kong Innovation and Technology Development Blueprint (“Blueprint”) promulgated by the ITIB in 2022 has set out four broad directions and eight major strategies for Hong Kong’s I&T development.

3. Committed to developing Hong Kong into an international I&T centre, ITIB formulates policies to promote a vibrant I&T ecosystem with appropriate software and hardware support. ITIB is the coordinating bureau for promotion of the application of I&T in improving people’s daily life, as well as 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 new 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.

### **Environmental Goal**

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

### **Green Measures adopted in 2022**

5. In 2022, we had continued to implement the green measures taken in previous years and keep exploring new initiatives aiming at achieving a greener, healthier 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
- ✓ Providing tablets for storing documents for use at meetings in order to minimise paper consumption
- ✓ Promoting events and campaigns through website/social media including e-banners and e-posters 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
- ✓ Adopting “double-side printing” as a default printer setting
- ✓ To roll out the Phase I of Electronic Recordkeeping System (“ERKS”) in 2023 and full implementation by early 2024 for further reduction of the number of paper files and records

**(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 and festive materials for festive events
- ✓ Regular stock taking of stationery so as to avoid over-ordering
- ✓ Recording the weight of daily general waste/recyclables to monitor the trend of waste generation in the office
- ✓ Arranging trade-in of aged/obsolete electronic equipment with service contractors/suppliers for their proper disposal to avoid and reduce electronic waste
- ✓ Refraining from bestowing gifts / souvenirs to others during the conduct of official activities as far as possible

**(c) Energy Conservation**

- ✓ Using video conferencing system for meeting to reduce frequency of duty travel
- ✓ Switching off majority of office equipment (including photocopiers and network printers) in communal areas after office hours
- ✓ 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, whereas allowing sufficient sunlight for natural lamination and reducing 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 e-fax service to issue the invitation for quotations and receive quotation documents
- ✓ Minimising purchase of products which are not environmentally friendly, e.g. correction fluid, batteries with mercury, non-reusable DVDs and CDs
- ✓ 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

- ✓ Evaluating 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, except formal occasions
- ✓ Recirculating guidelines/tips on green measures to all colleagues to raise 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**

- ✓ Discontinuing the provision of bottled water and the use of disposable cups
- ✓ Displaying plants in office areas such as meeting rooms and reception counter
- ✓ Arranging regular cleaning for air-conditioning ventilation systems in our office areas
- ✓ Using air purifiers and placing them near the printers to improve the air quality of the office
- ✓ Using automatic sensor taps in washrooms to reduce water consumption

## **Commitment to Clean Air Charter**

6. The HKSAR Government has endorsed and signed the Clean Air Charter to join forces with the business sector and the community to reduce emissions. Similar to previous years, CGO was awarded with “Excellent Class” Indoor Air Quality Certificate again in 2022.

7. 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 and maintain good indoor air ventilation
- ✓ Practicing carpooling and task combination as far as practicable to achieve multiple objectives in one journey instead of arranging separate trips
- ✓ Encouraging colleagues to share our departmental vehicle services and using public transport for duty trips as far as possible

## **Green Management Performance**

8. Further to the significant decrease of paper consumption in 2021 by 39% (partly owing to the “work from home” arrangements under the COVID pandemic), our paper consumption registered a further year-on-year reduction by 20% in 2022. This is the result of the effective measures taken by and concerted efforts of colleagues in minimising paper consumption. We will continue the endeavors to enhance green management in ITIB by adopting environmental-friendly and energy-efficient measures in our daily office operation.

## **Way Forward**

9. Looking forward, we will continue to apply innovation and technology in our work place and maintain the good practices in conserving energy and minimising consumption of resources in a sustainable manner. We will also review the effectiveness of the existing green measures on a regular basis to identify opportunities for the adoption of more green initiatives and promote environmental consciousness among staff.

## **Feedback**

10. Comments and suggestions on this Environmental Report are welcome. Please contact us by the following means:

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