# Innovation, Technology and Industry Bureau

# Environmental Report 2023

**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 2023.

**Key Responsibilities**

2.      The National 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 ("I&T Blueprint") promulgated by the ITIB in December 2022 has set out four broad development 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 support the development of I&T and related industries in Hong Kong. ITIB is the coordinating bureau for promotion of the application of technology in improving people's daily life, as well as the development of digital government and smart city.   ITIB also formulates policies to augment the pool of innovation and technology talents, promotes "new industrialisation" through the development of smart production and high value-added industries, and attracts quality I&T enterprises to set up or expand their businesses in Hong Kong. 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.

**Environmental Policy**

4.　　The I&T Blueprint focuses on the development of technology industries with a competitive edge and of strategic significance, including the new energy technology industry.　New energy technology is not only one of the major innovation areas in the new age, it is also a strategic emerging industry put forth in the National 14th Five-Year Plan. Advanced new energy technology industries help combat climate change and take forward strategies to achieve the targets of carbon neutrality, so as to promote the development of green industries. ITIB will work with other Government bureaux/departments ("B/Ds") to drive green R&D and make good use of novel green technology, with a view to carrying out our work in areas such as office management, transport and provision of service with more green elements.

5.　　On the provision of funding support for green technology, various funding schemes administered by our family department, the Innovation and Technology Commission ("ITC"), support local R&D in, amongst other areas, green technology. The Hong Kong Science and Technology Parks Corporation ("HKSTPC") and the Cyberport have also set up the Corporate Venture Fund and the Cyberport Macro Fund respectively to co-invest with angel investors or venture capital funds in start-ups in the Hong Kong Science Park and Cyberport on a matching basis, from which green technology can also benefit.

6.　　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 office operation with a view to protecting the environment, optimising the use of resources and energy

and striving to create an environmentally friendly office environment.

**Green Measures adopted in 2023 in ITIB Office**

7. ITIB's office is located at Central Government Offices ("CGO") in Tamar which is under the management[1] of the Administration Wing of the Chief Secretary for Administration's Office ("Admin Wing"). We have appointed a Green Manager, currently Chief Executive Officer (Admin), to be responsible for launching and reviewing initiatives that improve ITIB's office environmental performance.

8. In 2023, 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

   ✓ Operating the Electronic Recordkeeping System ("ERKS") since early 2024 for further reduction of the number of paper files and records

   ✓ Providing tablets or encrypted USB drives for storing documents for use at meetings in order to minimise paper consumption

   ✓ Encouraging a wider use of e-documents/copies at meetings to reduce the need to print hardcopies

   ✓ Promoting events and campaigns through website/social media including e-banners and e-posters and reducing paper promotional

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[1] Environmental aspects involving building management of CGO, e.g. application of renewable energy technologies, external lighting, adoption of energy efficient features in building, use of low carbon construction materials, green building recognition, separation and collection of recyclables, installation of EV chargers, etc., are centrally administrated by Admin Wing.

materials

- ✓ Uploading publications/notices onto our website to reduce photocopying
- ✓ Sending festive greeting cards by electronic means
- ✓ Using e-fax service
- ✓ Using e-systems of various business functions, e.g. issuing purchasing orders and submitting administration-related returns etc.
- ✓ 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 envelopes for unclassified documents
- ✓ Adopting "double-side printing" as a default printer setting
- ✓ Encouraging scanning to reduce photocopying

**(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 monthly 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) <u>Energy Conservation</u>

- ✓ 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 lumination and reducing sunlight heating in summer
- ✓ Arranging officers to conduct checking after office hours to ensure lights in conference rooms are switched off, especially before long vacation

## (d) <u>Green Procurement</u>

- ✓ Using e-Procurement Programme to procure IT-related goods and non-construction services under IT Standing Offer Agreements
- ✓ Including green specifications promulgated by the Environmental Protection Department in procurement documents
- ✓ 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, clutch pencils and recycled papers 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 regularly to raise staff awareness on environmental protection

✓ Putting up notices to remind colleagues to switch off photocopiers, computers and other electrical appliances when they are not in use

✓ Affixing notices to remind colleagues to reduce the use of paper towels in washrooms and pantry

✓ Ensuring proper maintenance of our departmental vehicles and reminding our drivers to switch off vehicle engines while waiting

✓ Encouraging staff to keep extension of air-conditioning beyond office hours to minimal

✓ 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 and dual flushing modes in washrooms to reduce water consumption

## (g) 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 departmental vehicle services and using public transport for duty trips as far as possible
- ✓ Implementing the Government's "Smoke-free Workplace Policy"

## Commitment to Clean Air Charter

9.      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 2023.

## Green Management Performance

10.      By effectively practicing measures in minimising paper consumption, our paper consumption in 2023 had reduced by 20% when compared with that in 2019 (before the COVID pandemic during which "work from home" was

practised in different periods).   In 2023, we disposed 4 980 kg of waste[2] and collected 1 814 kg used paper for recycling.

11.      In terms of energy consumption[3], our average monthly usage in 2023 was 41 238 kWh, recorded a year-on-year drop of 42%.   This could be attributed to colleagues' collaborative effort in energy saving and more efficient use of floor spaces (resulting in less energy consumption) through amalgamation of scattered offices.

12.      These are all the positive outcomes of the effective measures taken by and concerted efforts of colleagues in minimising paper and electricity 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**

13.      Looking forward, ITIB will continue to work with other Government Bureaux/Departments to advocate the development and application of green technologies in energy saving and to foster the development of smart city and smart government.   We will also keep leveraging innovation and technology in our work place and cohere with the good practices in conserving energy and minimising consumption of resources in a sustainable manner.   We will regularly review the effectiveness of the existing green measures to identify opportunities for the adoption of additional green initiatives and promote environmental awareness among staff.

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[2]  Waste includes office waste, pantry waste and washroom waste.

[3]  Energy consumption measured through various appliances including air-conditioning, essential lighting, essential power, normal lighting and power for common area, normal office lighting and normal office power.

**Feedback**

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

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**Innovation, Technology and Industry Bureau**
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