



# **TRADE AND INDUSTRY DEPARTMENT ENVIRONMENTAL REPORT 2023**



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# Introduction

This report sets out the environmental policy, commitments and progress of green management measures taken by the Trade and Industry Department (TID) from January to December 2023. TID will continue with the effort in implementing green housekeeping measures and adopting the best practices in green management, and strive to achieve the green targets projected for 2024.

2. TID works to facilitate and support the development of trade and industry in Hong Kong based on Hong Kong's free trade policy and our strengths as an open economy. We provide a range of services for import and export of goods, support the development of Hong Kong's small and medium enterprises and industries, participate in multilateral and regional trade fora as well as maintain commercial relations with our trading partners.

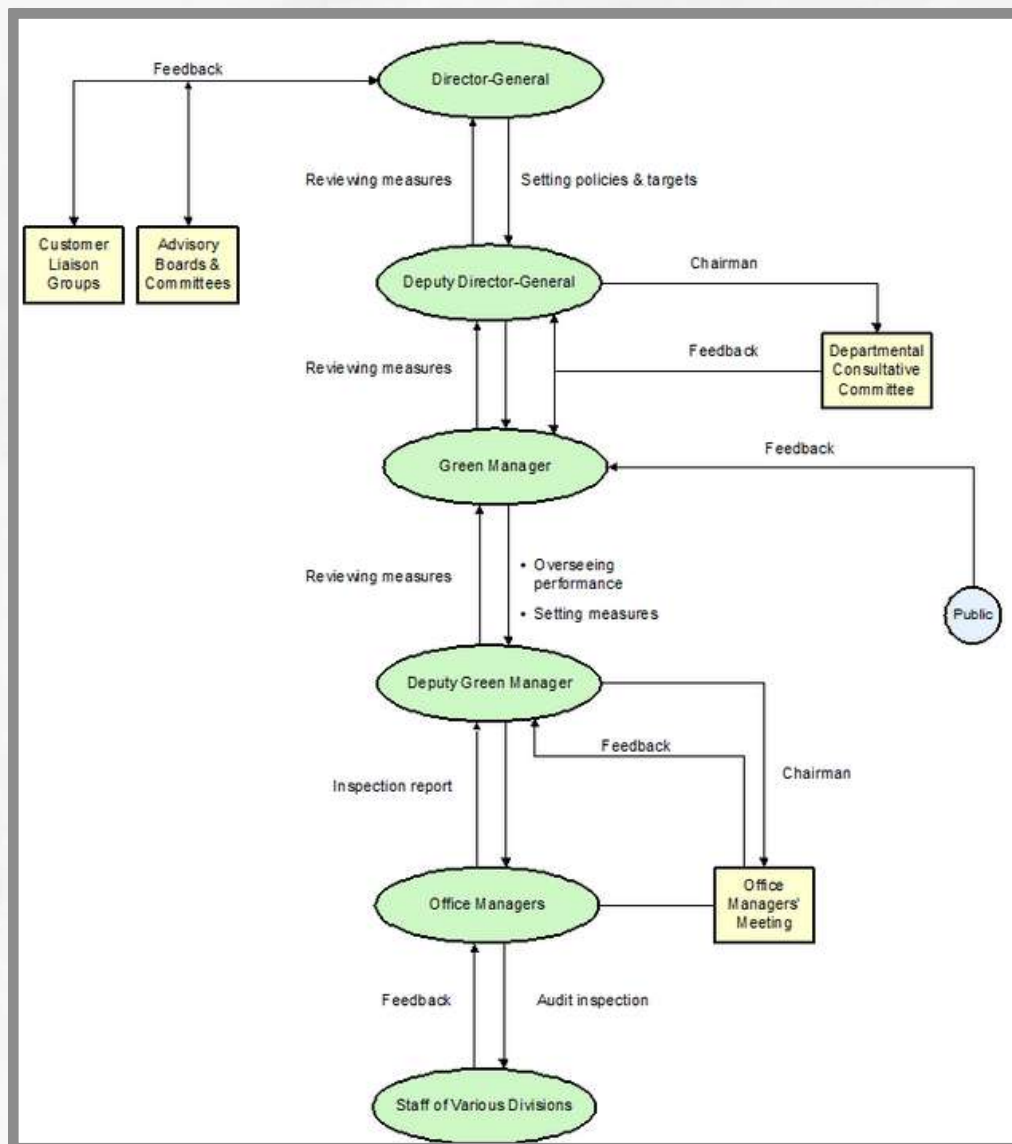
3. TID is situated in 13/F to 19/F (part) of the Trade and Industry Tower located at 3 Concorde Road, Kowloon City. There are about 600 staff (including non-civil service contract staff) with the expenditure in 2023/24 at about \$2,218 million. The Director-General is assisted by two Deputy Directors-General. The two Deputies are supported by Assistant Directors-General, each heading different divisions. A Departmental Secretary takes care of office administration. Environmental management responsibility begins at the highest level and is cascaded down the Department.

## Environmental Policy

4. TID fully supports the Government's policies in environmental protection and is committed to keeping the world green. Our environmental policy is to advocate green management and build into our culture a strong sense of self-awareness to actively conserve the environment. The work of TID 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.

5. To this end, the senior management is responsible for setting environmental policies and targets, and the Departmental Secretary has been assigned as the Departmental Green Manager. She is assisted by a Deputy Green Manager. The Green Manager's team draws up various green measures and oversees the Department's environmental performance. The team works closely with the Office Managers of the Divisions on the implementation of green initiatives and solicits the views of Office Managers and members of the Departmental Consultative Committee on green management from time to time. Traders' opinions on environmental protection measures of the Department come through various Customer Liaison Groups, advisory boards and committees.

### **Environmental Management System**



# Environmental Performance and Green Measures

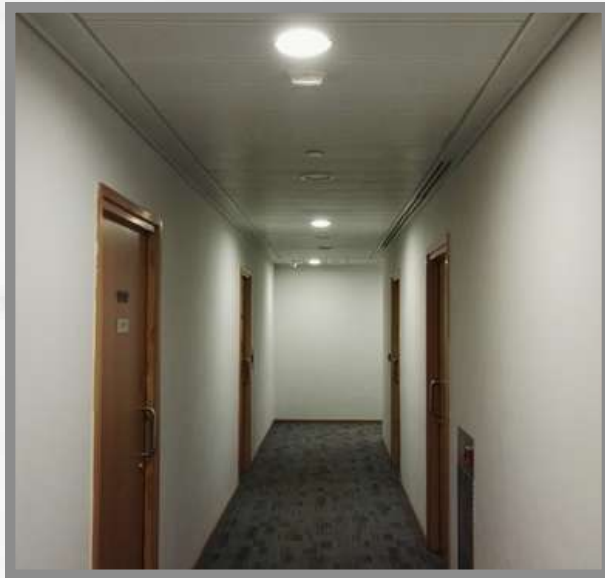
## (a) Energy Saving and Green Buildings

6. TID has achieved the Government's new "Green Energy Target" set in the 2019 Policy Address which seeks to further improve its use of energy by 6% by FY2024/25. The energy consumption of TID has decreased by more than 9%, from 1,657,775 kwh in FY 18/19 to 1,497,069 kwh in FY 23/24. We will continue to adopt the following measures to monitor and minimize the energy consumption:

- setting and maintaining room temperature at 25.5°C for acceptable comfort with least energy consumption; installing occupancy sensors to control automatically on/off of lighting to facilitate economic use of energy;



- adopting minimal lighting in the public and common areas, including lift lobbies and corridors, during lunch hours and after office hours;



- using photo-copying and fax machines with energy-saving mode to reduce energy consumption;



- using refrigerators with Grade 1 energy labels under the Mandatory Energy Efficiency Labelling Scheme (MEELS); and



- installing timer switches to distilled water dispensers and office equipment (e.g. photocopiers) to reduce energy consumption after office hours.



## (b) Green Transport

### Adoption of Electric Vehicle (EV)

7. To promote green transport, the Government Logistics Department (GLD) has endorsed the proposed replacement of TID's departmental car (with 5 or less seats) with EV in 2022. GLD will commence the quotation exercise by end of 2024. It is expected that the new departmental EV will commence operation by end of 2025. The use of EV will lower the emission of Respirable Suspended Particulates (RSP) and mileage.



## (c) Waste Reduction and Recycling

### Source Separation

8. Waste separation bins are provided at the Recycling Chamber on each floor for collection of paper, plastics and metal waste for recycling. Besides, refuse disposal inlets are provided for collection of general waste, food waste and reduction of lift traffic loads. In 2023, we have collected about 740 kg of waste paper, metal and plastic in total for recycling.



9. Apart from waste separation facilities, containers are provided to collect used recycled paper and envelopes for reuse and recycling. Also, reusable cutlery sets and tableware are provided in office pantries for staff use.



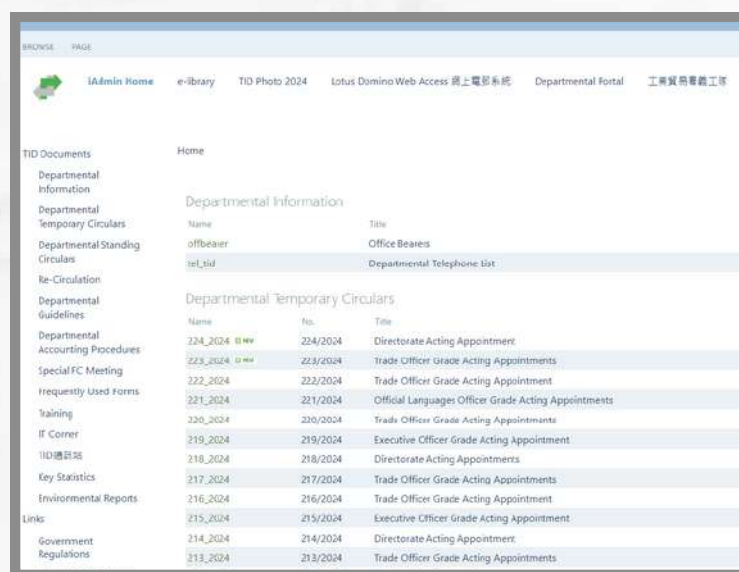
## Waste Reduction

10. In 2023, TID achieved 99.9% of paper consumption on recycled type, which exceeded the target of 99.8% set for 2023. On paper and envelope consumptions, we consumed 4,850 reams of paper and 20,738 nos. of envelopes, which met the target of attaining zero growth against the paper consumption and 2% decrease against the envelope consumption in 2022. We will continue to adopt the following measures to minimise the paper consumption:

- making full use of the blank side of used papers;
- maximising the use of e-channels for dissemination of information, efficient communication and processing of applications within Department and with the public;

## Communication within Department

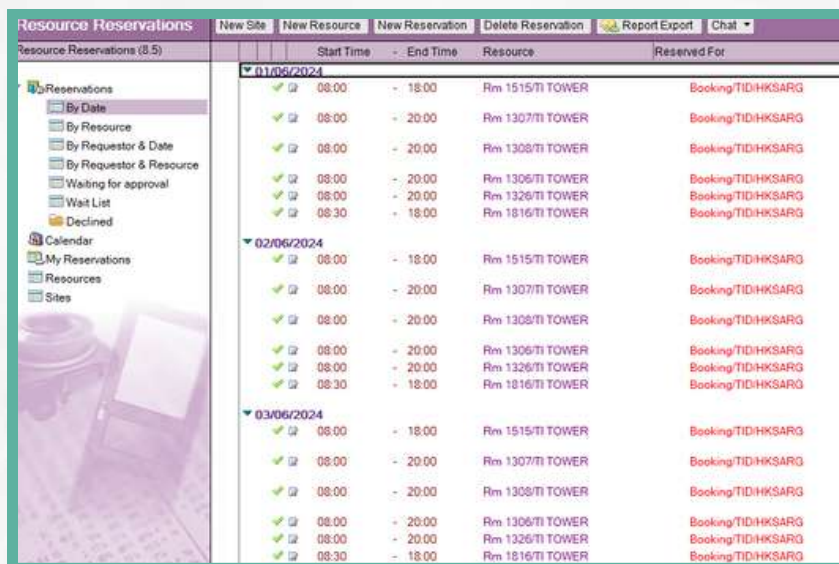
- disseminating information electronically, such as re-circulation of departmental circulars, notices, briefs and posting orders, on the intranet; making use of the e-Notice Board to disseminate various types of information;



The screenshot displays the TID Departmental Portal interface. It includes a top navigation bar with links like 'IAAdmin Home', 'e-library', 'TID Photo 2024', 'Lotus Domino Web Access', '網上電郵系統', 'Departmental Portal', and '工商貿易聯絡系統'. The main content area is divided into a left sidebar with categories such as 'TID Documents', 'Departmental Information', 'Departmental Temporary Circulars', 'Departmental Standing Circulars', 'Re-Circulation', 'Departmental Guidelines', 'Departmental Accounting Procedures', 'Special FC Meeting', 'Request/Used Forms', 'Training', 'IF Corner', 'TID 通訊站', 'Key Statistics', 'Environmental Reports', and 'Links'. The central pane shows 'Departmental Information' with fields for Name, Title, Office Bearers, and Departmental Telephone List. Below this is a 'Departmental Temporary Circulars' table.

| Name     | No.      | Title                                                |
|----------|----------|------------------------------------------------------|
| 224_2024 | 224/2024 | Directorate Acting Appointment                       |
| 223_2024 | 223/2024 | Trade Officer Grade Acting Appointments              |
| 222_2024 | 222/2024 | Trade Officer Grade Acting Appointment               |
| 221_2024 | 221/2024 | Official Languages Officer Grade Acting Appointments |
| 220_2024 | 220/2024 | Trade Officer Grade Acting Appointments              |
| 219_2024 | 219/2024 | Executive Officer Grade Acting Appointment           |
| 218_2024 | 218/2024 | Directorate Acting Appointments                      |
| 217_2024 | 217/2024 | Trade Officer Grade Acting Appointments              |
| 216_2024 | 216/2024 | Trade Officer Grade Acting Appointment               |
| 215_2024 | 215/2024 | Executive Officer Grade Acting Appointment           |
| 214_2024 | 214/2024 | Directorate Acting Appointment                       |
| 213_2024 | 213/2024 | Trade Officer Grade Acting Appointments              |

- implementing booking of conference rooms via the electronic e-Booking system to reduce paper consumption and enhance efficiency; the e-Booking system is both environmental friendly and efficient. Colleagues can reserve the conference rooms through the intranet;



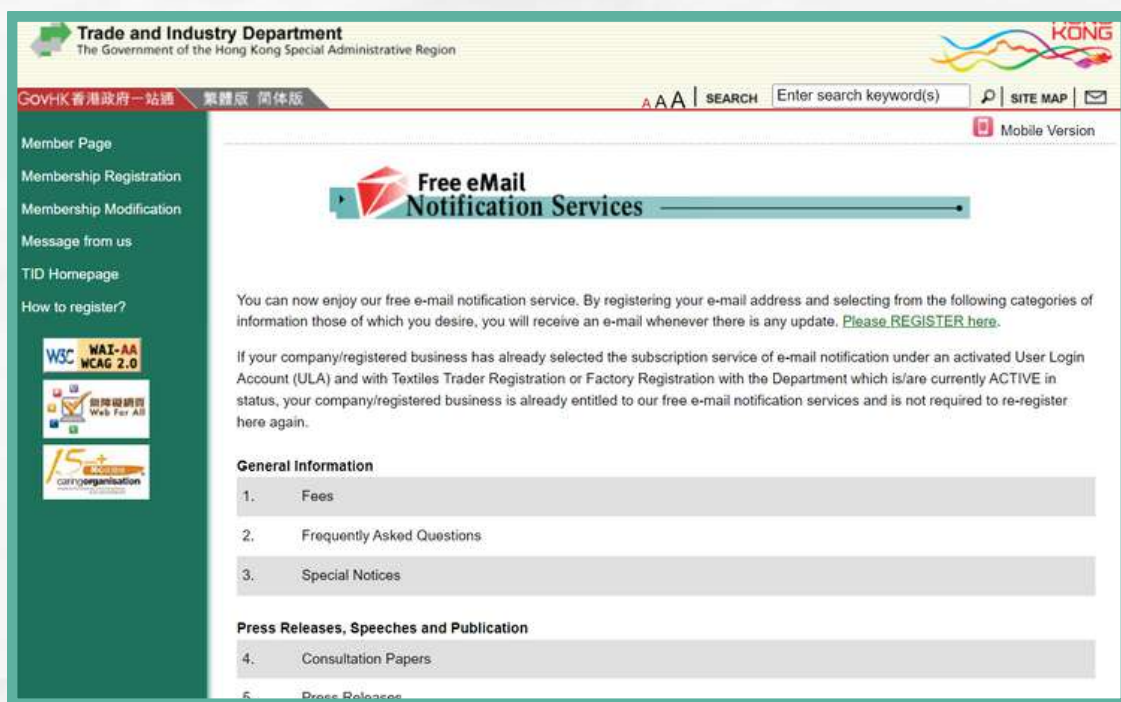
| Start Time | End Time | Resource         | Reserved For       |
|------------|----------|------------------|--------------------|
| 08:00      | 18:00    | Rm 1515/TI TOWER | Booking/TIDIHKSARG |
| 08:00      | 20:00    | Rm 1307/TI TOWER | Booking/TIDIHKSARG |
| 08:00      | 20:00    | Rm 1308/TI TOWER | Booking/TIDIHKSARG |
| 08:00      | 20:00    | Rm 1306/TI TOWER | Booking/TIDIHKSARG |
| 08:00      | 20:00    | Rm 1326/TI TOWER | Booking/TIDIHKSARG |
| 08:30      | 18:00    | Rm 1816/TI TOWER | Booking/TIDIHKSARG |
| 08:00      | 18:00    | Rm 1515/TI TOWER | Booking/TIDIHKSARG |
| 08:00      | 20:00    | Rm 1307/TI TOWER | Booking/TIDIHKSARG |
| 08:00      | 20:00    | Rm 1308/TI TOWER | Booking/TIDIHKSARG |
| 08:00      | 20:00    | Rm 1306/TI TOWER | Booking/TIDIHKSARG |
| 08:00      | 20:00    | Rm 1326/TI TOWER | Booking/TIDIHKSARG |
| 08:30      | 18:00    | Rm 1816/TI TOWER | Booking/TIDIHKSARG |
| 08:00      | 18:00    | Rm 1515/TI TOWER | Booking/TIDIHKSARG |
| 08:00      | 20:00    | Rm 1307/TI TOWER | Booking/TIDIHKSARG |
| 08:00      | 20:00    | Rm 1308/TI TOWER | Booking/TIDIHKSARG |
| 08:00      | 20:00    | Rm 1306/TI TOWER | Booking/TIDIHKSARG |
| 08:00      | 20:00    | Rm 1326/TI TOWER | Booking/TIDIHKSARG |
| 08:30      | 18:00    | Rm 1816/TI TOWER | Booking/TIDIHKSARG |

- providing colleagues with Departmental Portal for a single entry point to access the Government's e-transaction platform (such as e-Leave, e-Payroll, etc.); Paperless Government to Employee (G2E) services are implemented, such as electronic submission of leave applications through which the entire process, starting from application, recommendation and approval to notification, is paperless;



## Communication with the public

- providing e-Services to clients and promulgating information through the TID website;
- uploading trade circulars onto the TID website and issuing email notification to the registered clients. Traditionally, paper-mode delivery of trade information involves printing and mailing tasks and therefore it takes days to reach the traders. After registering with our free e-mail notification service, traders will receive an e-mail of daily summary when there is new trade information or circular issued. This is a good example of both achieving efficiency and protecting our environment;

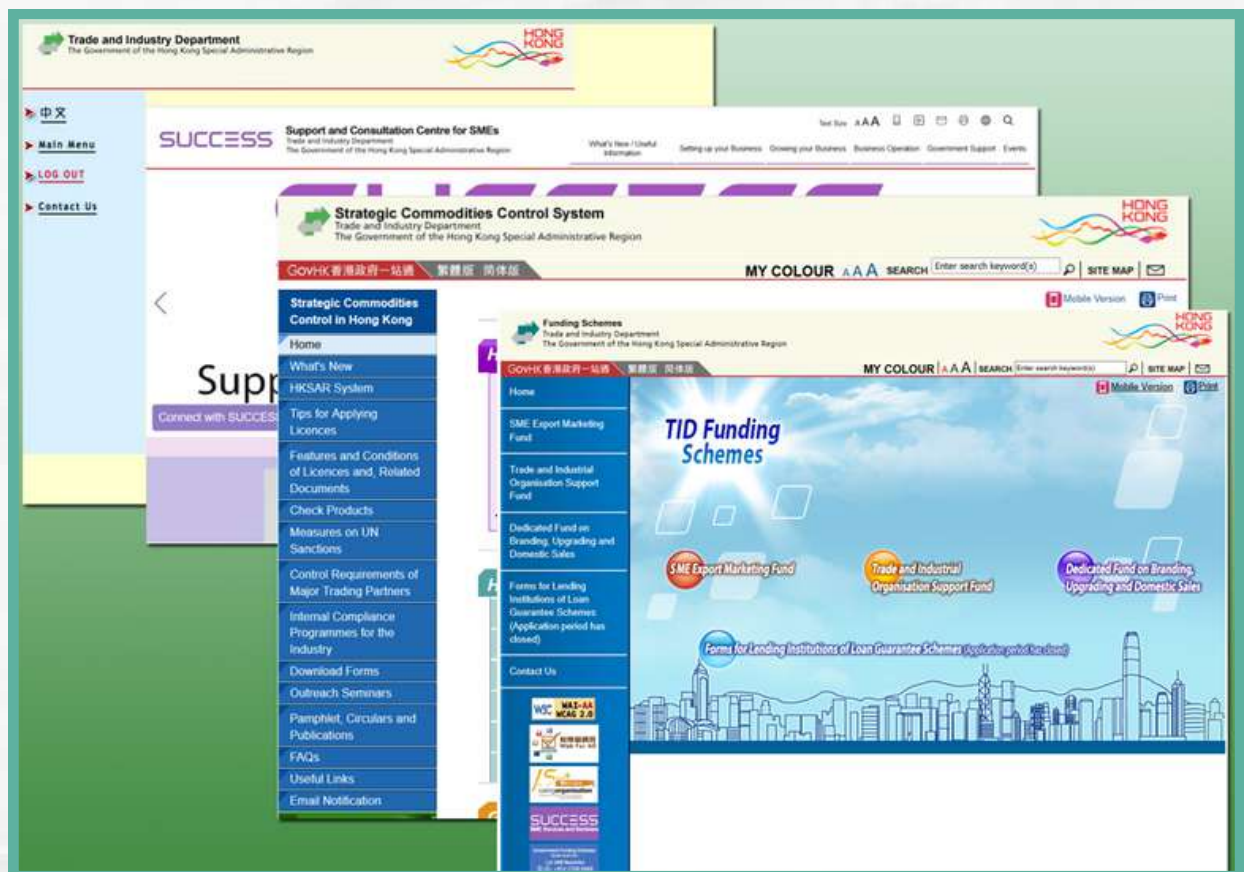


- making available full electronic services for lodging Certificate of Origin applications and Cargo Manifest (air, rail, ocean and river modes); providing e-option for strategic commodities licence applications, import and export licence applications for Ozone Depleting Substances, factory registration, Kimberley Process Certificate applications, stockholder's return/monthly return of approved rice storage place, confirmation of rice arrival, application for authorisation for delivery of rice, enrolment of seminar and Business Advisory Service applications, as well as the change address function via GovHK website for selective TID services; providing online credit card payment option for licence fees and services; providing e-submission option for TID forms;

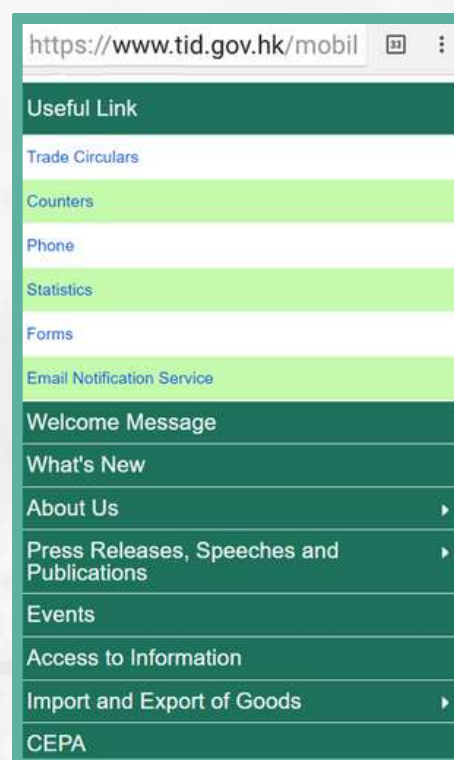
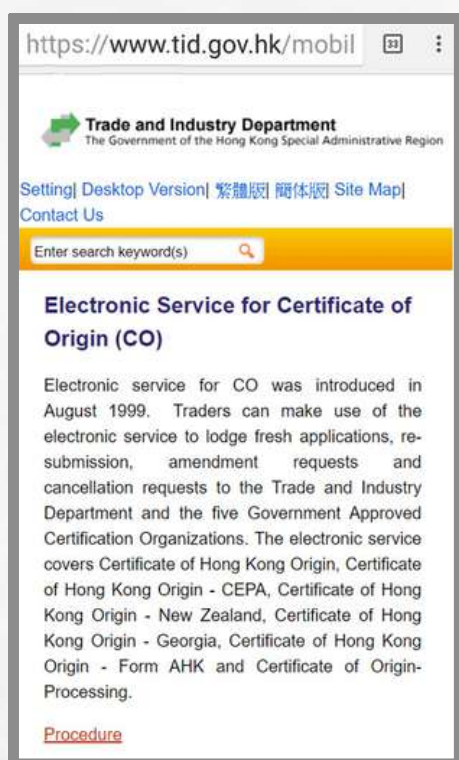


Electronic service for Certificate of Origin is provided by lodging fresh applications, re-submission, amendment requests and cancellation requests with the TID and the five Government Approved Certification Organisations.

- providing e-Enquiry services for Textiles Trader Registration, Factory Registration, general overview on import and export licensing control, code tables for CO(CEPA) applications, status of strategic commodities licence applications, quick reference to Hong Kong Trade and Industrial Organisations compiled by TID, business licence information of the Support and Consultation Centre for Small and Medium Enterprises (SUCCESS), and some application-related enquiries regarding funding schemes; electronic services are provided for the trade to send various applications or application-related enquiries via electronic mode;



- implementing mobile version in all static webpages of TID's websites to enhance accessibility by means of mobile devices; and



- sending electronic greeting cards to our official contacts to reduce paper consumption since 2003.



## (d) Other Green Measures

### Green Procurement and Management

11. TID has complied with the green specifications set out by the Environmental Protection Department at all times in conducting procurement exercise. We have also adopted the following housekeeping measures to enhance green management:

- using recycled paper and green stationery made of recycled materials; and

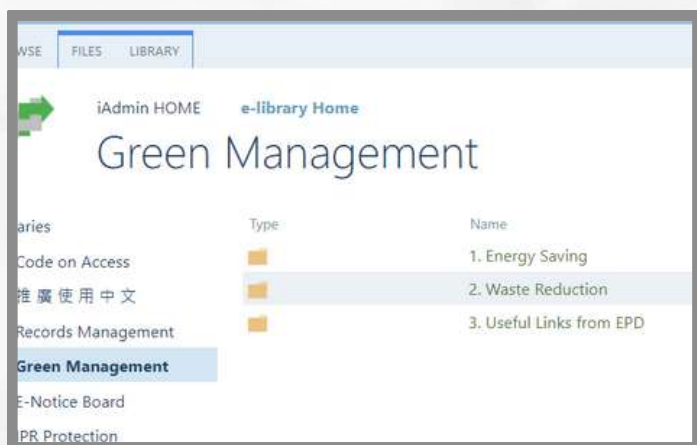


- using reusable cups and containers at our workplace.



## Education and Participation

12. Green guidelines and best practices are promulgated through intranet for promotion of green efforts. To arouse staff awareness of the importance of environmental protection through participation in activities on environmental issues, colleagues are encouraged to take part in green activities such as the Green Low Carbon Day 2023 organised by The Community Chest.



## Management Support for Green Efforts

13. Colleagues are encouraged to sustain the momentum of green efforts via due recognition from the management, such as the Green Pioneer Award and the Green Ambassador Award.



2023 Green Pioneer Award Winner:  
Commercial Relations Branch



2023 Green Ambassador Award Winner:  
Mainland Branch (I)

# Environmental Targets for 2024

14. TID shall continue the endeavours to protect and improve the environment through green management practices in TID. In 2024, we aim to attain 99.8% of paper consumption on recycled type, achieve zero growth in paper and 2% decrease in envelope consumptions, and attain zero growth in electricity consumption. We will continue to monitor the energy consumption and encourage our staff to render full support to the energy-saving measures to further enhance our green performance as far as practicable.

## Feedback

15. Enquiries, comments or suggestions on our green efforts can be addressed to our Departmental Green Manager via the following channels:



**2398 5337**



**[www.tid.gov.hk](http://www.tid.gov.hk)**



**2787 7422**



**[enquiry@tid.gov.hk](mailto:enquiry@tid.gov.hk)**



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