

**Intellectual Property Department**  
**Controlling Officer's Environmental Report 2003**

**Introduction**

The Intellectual Property Department (IPD) carries out the statutory functions of administering the registration systems for trade marks, patents, designs and copyright licensing bodies in Hong Kong as well as the promotion of public awareness of and respect for intellectual property rights.

**Environmental Policy**

2. We are committed to ensuring that IPD's operations are conducted in an environmentally responsible manner. We practice the principles of "Reduce, Reuse and Recycle" in the procurement and consumption of materials. We adopt environmentally friendly initiatives and implement the e-business model of operation for internal /external communication and processing /storage of information as far as practicable to increase cost-effectiveness and reduce paper consumption. We are committed to seeking continuous improvement in the efficient use of resources.

3. We continue to promote green management practices to our staff as well as to the staff of our outsourcing partner working in IPD. We also empower them to perform office duties in an environmentally responsible manner.

## **Green Management Practices Adopted**

### ***“Zone” Lighting and Energy Saving Ceiling Lights***

4. To achieve greater saving in electricity consumption, zone lighting and energy saving ceiling lights have been installed in one of our office floors during an office fitting-out exercise completed in 2003. Zone lighting and energy saving ceiling lights will be installed in the remaining floor of the Department by end 2004-2005.

5. To ensure that all staff are familiarized with the zoning and location of the control switches so that they can switch off the lights of their respective locations when they finish work and leave office, detailed zone lighting maps are stuck against the switches and uploaded onto the Departmental e-Bulletin Board. This measure has proved successful in raising staff’s awareness to turn off the lights of their respective locations on leaving the office and resulted in increased savings in electricity consumption.

### ***Electrical Equipment***

6. All computers have been defaulted to the energy saving mode. Office equipment, e.g. photocopiers and printers are also set to the energy saving mode during office hours and are switched off after office hours.

### ***Floor Green Managers***

7. Floor green managers have been designated on each floor to facilitate better implementation of the green housekeeping measures, more efficient dissemination and sharing of green management

information and closer monitoring of the electricity and paper consumption on each office floor.

### ***E-business Model***

8. The following measures have been implemented in 2003 under our e-business model -

- Internet access and search of registered trade marks as opposed to on-site public search in IPD terminals has been implemented since January 2003
- Electronic publication of trade mark application details in the Internet under the new Trade Mark Ordinance to replace advertising in the HKSAR Gazette has been implemented since April 2003
- Internal processing of trade mark applications under the new Trade Mark Ordinance using the electronic mode of operation to replace paper mode has been implemented since April 2003
- Increasing usage of online dictionary in examination of trade mark applications

### ***Monthly Paper and Electricity Consumption Reports***

9. These reports, which include the latest and previous monthly consumption figures and comparisons with the same period in the previous year, are being posted in the Departmental e-Bulletin Board for all staff's reference so that they can have timely feedback of their saving efforts. E-mail reminders are issued to all staff to encourage greater saving efforts where necessary and to give due recognition for their achievements.

## **Performance indicators and Saving Targets**

10. Comparing with the overall paper consumption of 5,280 reams in 2002 (calendar year), we have significantly reduced paper consumption by 20.5%, having used only 4,200 reams in 2003. Such significant saving is attributable to our e-business and paperless mode of operation in the Trade Mark Registry. We have also reduced electricity consumption by 2.7%, having consumed only 577,891 KW in 2003, comparing with 594,053 KW in 2002. Therefore, we have more than achieved the saving targets of 2.5% (paper saving) and 1.5% (electricity saving) as set by the Policy Committee.

## **Way Forward**

11. We will continue to explore and implement energy saving initiatives and environmentally friendly measures such as knowledge management in the electronic format. We envisage further savings in overall electricity consumption with the installation of energy saving ceiling lights and zone lighting on 25/F by end 2004-05.

12. The following e-business measures will be implemented in 2004 –

- Internet access and search of registered patents and designs as opposed to on-site public search in IPD terminals
- Electronic publication of patent and design application details in the internet to replace advertising in the HKSAR Gazette
- Internal processing of patent and design applications using the

electronic mode of operation to replace paper mode

- Online filing of trade mark, patent and design applications and e-correspondence

### ***“Adopt a Plant” Scheme***

13. In addition to continuing to hire plants for display in suitable locations in the premises, the management will provide small potted plants to staff who volunteer to nurse the plants for display in their workplaces. Staff will also be encouraged to bring their own plants for display in the office.

### ***Green Trail Walk***

14. We will organise a Green Trail Walk as our annual departmental outing to promote a healthy and green life style among staff.

### **Comments and Suggestions**

15. We welcome comments and suggestions on this report. Please contact the Green Manager by e-mailing [enquiry@ipd.gov.hk](mailto:enquiry@ipd.gov.hk). A copy of this report is posted on the Department’s website at [www.ipd.gov.hk](http://www.ipd.gov.hk).

Intellectual Property Department

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