

# **Intellectual Property Department Controlling Officer's Environmental Report, 2008**

## **Introduction**

The Intellectual Property Department (IPD) carries out the statutory functions of administering the registration systems for trademarks, patents, designs and copyright licensing bodies in Hong Kong and enhancing the public awareness of and respect for intellectual property rights. Our Environmental Policy, green management practices and future targets are illustrated in this Environmental Report.

## **Environmental Policy**

IPD is committed to ensuring that it operates in an environmentally friendly manner. The principle of "Reduce, Reuse and Recycle" has been adopted to encourage the efficient use of resources and energy. To make our services more accessible and minimize paper consumption, we have implemented an e-business model for internal/ external communication and processing/ storage of information as far as practicable. Apart from that, we are minimizing pollution of the environment.

## **Green Management Practices**

- *Floor Green Managers*

Green Managers have been appointed on each floor in our department. They are responsible for monitoring paper and electricity consumption as well as reminding colleagues to implement the green housekeeping measures. To promote environment-friendly practices in the office, green guidelines and tips are re-circulated electronically to all staff on a quarterly basis.

- *Monthly Resource Consumption Reports*

Monthly paper and electricity consumption reports are uploaded onto the IPD's e-Bulletin Board for colleagues' information so that they can view and react in a timely manner to their saving efforts and results. These reports are presented side-by-side with figures of the past such that progress can be shown. To encourage greater saving efforts, green housekeeping tips are issued on a regular basis.

- *Air-conditioning*

With the assistance of EMSD, the room temperature of our office has been

set to 25.5°C throughout the year to save energy. Fine-tuning is arranged from time to time when weather conditions and the number of occupants in the premises change. Except for the Computer Server Room, no aircon supply is provided outside office hours, on weekends and during public holidays. Instead of lowering the temperature, colleagues are reminded to dress lightly, use fan and lower venetian blinds when necessary. IPD has adopted a smart casual dress code. Doors and windows are kept closed to minimise outflow of cool air. Cleaning of air vents is carried out weekly to ensure the efficiency of the air-conditioning system. Air ducts were cleaned thoroughly last year to improve air quality in the office.

- *Lighting*

Individual light switches have been installed as far as possible. Clearly defined lighting zones have been set up. They were renamed last year and more prominent signs have been put up to remind staff of the zones they belong to. We have encouraged and reminded our colleagues to switch off the lights for unoccupied areas during lunch breaks and after office hours. This exercise has been effective as more colleagues are aware of switching off the lights when they are not needed. In addition, lights in common areas (e.g. pantries, facility rooms, filing rooms and corridors) are assigned to be switched off by appointed colleagues before they leave office everyday.

- *Electrical Equipment*

All computers, printers and photocopiers have been set to the energy saving mode by default. Office equipment that is not frequently used (e.g. laminators, typewriters, etc.) are only switched on when necessary. 24-hour timer switches are installed in all water dispensers to avoid unnecessary electricity consumption outside office hours. Weekly timer switches are installed on trial on certain shared-use electrical equipment on 25/F for further energy saving. Colleagues are advised to switch off all the electrical appliances and unplug equipment chargers/ adapters from the power sockets before leaving the office. They are also reminded to turn off the monitor of computer whenever they are away from the workstation.

- *Paper Saving*

IPD is doing all we can to promote a ‘less-paper office’:

- E-Business model has been adopted which aims at saving paper. Documents and messages are sent via email/ diskettes within and outside the department whenever possible. Public travel to IPD’s office has been significantly reduced.
- Paper is saved as all fax numbers have been registered onto the “Do-not-call

registers” to decline unsolicited commercial fax messages.

- We have implemented computer-aided management systems to reduce paper records, (e.g. application of leave, reservation of rooms, telephone message)
- Softcopies of forms and reports have been uploaded onto IPD’s website for public access. Printed copies will only be provided upon request.
- Trademark, patent and design applications are processed in the electronic mode. Application results and hearing decisions are publicized via the web.
- Both sides of paper are used. Used file jackets, envelopes and paper are reused as far as possible. No envelopes are used for unclassified documents as far as practical.
- Fax leader pages are not used when a document is self-explanatory.
- Paperless meetings have been arranged. Notebook computers with softcopies of relevant documents (e.g. minutes, agenda) are set for the participants.
- Recycled paper is used for fax machines, photocopiers and network printers. Colleagues are advised to use clean/ woodfree paper only when necessary.
- Officers are reminded to estimate accurately the quantity required, preview the printing format and check the machine setting before printing/copying to avoid errors and wastage. It is advised to combine multiple pages on a single sheet of paper when printing/copying.
- Referring to the softcopy or hardcopy on file is encouraged instead of keeping of personal hardcopies.
- We do not supply paper cups for beverages available in the Department.
- Where possible we subscribe to periodicals in e-format. Simultaneous circulation of news-clippings is arranged via email instead of buying several sets of newspapers.
- Paper-saving tips have been re-circulated quarterly to remind colleagues of implementing the green practices.

- *Conserving Other Kinds of Resources*

Our Supplies team regularly checks our stock that is about to expire and takes action to avoid wastage (e.g. arrange immediate consumption, donation, etc.). Use of plastic bags is avoided except for garbage collection. Ball pen refills are distributed instead of new pens. Used printer cartridges are returned to the recycling contractor. Durable and consumable stationery from officers leaving the department is collected and reused if it is serviceable. Staff are encouraged to use staircases instead of lift within our department. Christmas decorative materials are reused. We do not send out

seasonal greetings or annual reports on paper.

- *Separation of Waste*

We provided green boxes on both floors of our office for collecting waste that can be recycled. This waste (paper, metals and plastics) is collected regularly for recycling by our cleaning contractor.

- *Minimizing Indoor Air Pollution*

Green plants are placed inside the office to reduce the level of carbon dioxide. Air vents are cleaned weekly and carpets are shampooed annually. Large-scale cleaning of air ducts is performed periodically to ensure the air quality in the office. Office furniture is wiped clean periodically by the cleaning contractor.

- *Environmentally Friendly Departmental Transport*

The Motor driver of our departmental car is periodically reminded to comply with the regulations stated under GLD Circular Memorandum No. 6/2005. We conduct surprise checks and remind our driver constantly to switch off his engine while waiting. This minimizes the air pollution caused by exhaust emissions of vehicles. Besides, our vehicle is inspected periodically to ensure efficient use of fuel. Staff are encouraged to use public transport/ walk to the designations when possible.

## **Performance Indicators**

With our strenuous efforts, the total paper consumption has been reduced from 2,805 reams in the Financial Year (FY) 2007-08 to 2,686 reams in FY2008-09, representing a decrease of 4.24%. In fact, when compared to the consumption of base year FY2002-03 (5,300 reams), there has been a significant reduction of 49%.

Our consumption of electricity decreased by 7.74% in FY 2008-09 as compared to FY 2007-08. This is an encouraging result of the energy saving efforts made by our staff. When keeping all other factors constant, our normalized consumption when compared to that in the base year FY 2002-3 has significantly dropped by 52%.

## **Way Forward**

We shall keep up our green practices to minimise waste, conserve energy, and economise the use of resources. E-mode of operation will continue to be

promoted to achieve further reduction in paper consumption if possible. In the next phase of our computerization strategy, we shall explore new initiatives to provide services to stakeholders in an energy-efficient way and we shall keep exploring new initiatives to save electricity and promote efficiency.

### **Comments and Suggestions**

Comments and suggestions on this report are welcome. Please feel free to contact the Green Manager by email at [enquiry@ipd.gov.hk](mailto:enquiry@ipd.gov.hk). A copy of this report is posted on IPD's website at <http://www.ipd.gov.hk>.

Intellectual Property Department  
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