

# Intellectual Property Department

## Controlling Officer's Environmental Report 2024/25

### **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. It also provides legal and policy advice to Government bureaux and departments on intellectual property related matters and is responsible for enhancing the public awareness of and respect for intellectual property rights.

### **Environmental Policy**

2. IPD is committed to ensuring that it operates in an environmentally responsible manner. The 3R principle - “Reduce, Reuse and Recycle” has been adopted to encourage the efficient use of resources and energy. To make our services more accessible and to minimize paper consumption, we have implemented an e-business model for internal/external communication, processing/ storage of information and provision of services as far as practicable. We comply with legislation, regulations and standards on environmental protection whenever applicable.

#### ***(A) Green Management Practices***

##### ***✧ Floor Green Managers***

3. Floor Green Managers have been appointed in our department. They are responsible for monitoring the paper and electricity consumption as well as reminding colleagues to implement the green housekeeping measures.

##### ***✧ Monthly Resource Consumption Reports***

4. Monthly paper and electricity consumption reports are uploaded onto the IPD’s e-Bulletin Board for colleagues’ information so that they can view and act in a timely manner to level up their saving efforts. To show the saving progress and promote environmental awareness amongst IPD staff, these reports

are presented side by side with figures of the same month in the past year.

### **(B) Energy Saving and Green Buildings**

#### *✧ Air-conditioning*

5. The room temperature of our office has been set to an average of 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 air-conditioning is provided outside office hours, on weekends or during public holidays. Colleagues are encouraged to use fans and to lower venetian blinds instead of lowering the office temperature. A smart casual dress code for colleagues also helps reduce electricity consumption in air-conditioning during the hot season. Doors and windows are kept closed to minimise loss of cool air.

#### *✧ Lighting*

6. Individual light switches have been installed as far as possible. Clearly defined lighting zones have been drawn up, and prominent signs have been put up on 24/F, Wu Chung House to remind staff of the zones they belong to. Motion sensors have been installed in the public corridor. "Save Energy" stickers have been put on the light switches to encourage and remind colleagues to switch off the lights for unoccupied zones during lunch breaks and after office hours. These measures have been effective as more colleagues support switching off the lights when they are not needed. Also, designated officers are responsible for switching off the lights in common areas (e.g. pantries, facility rooms, filing rooms and corridors) in Wu Chung House before they leave office every day.

7. In addition, motion sensors and photocell-sensors have been installed in our Sub-offices in 909 Cheung Sha Wan Road ("909 CSWR") since operation in October 2016. With the help of the sensors, lights are automatically switched on or off according to the occupancy in the zone, and the artificial light intensity is also controlled automatically in accordance with the natural light level.

❖ *Electrical Equipment*

8. All computers, printers and photocopiers are set to the energy saving mode by default. Office equipment that is not frequently used (e.g. laminators, typewriters, etc.) is 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 in some shared-use electrical equipment for further energy saving. Colleagues are advised to switch off all the electrical appliances and unplug equipment chargers 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.

**(C) *Waste Reduction and Recycling***

❖ *Paper Saving*

9. We are doing our best to promote a less-paper office:

- Electronic management systems are in place to reduce paper records (e.g. electronic recordkeeping system<sup>1</sup>, application of leave, reservation of rooms, e-bulletin board, telephone message, e-procurement system and electronic imprest accounting system).
- E-Business model aiming at saving paper has been adopted. Documents and messages are sent electronically within and outside the department where possible.
- Trademark, patent and design applications are processed in the electronic mode. Application status and hearing decisions are publicized via the web.
- Softcopies of forms and reports have been uploaded onto IPD's website for public access. Printed copies will only be provided upon request.
- Staff continue to make use of email for communication.
- Operation manuals and relevant materials are kept in shared drive for staff reference so as to avoid printed copies.
- We promote paperless meetings. Notebook computers with

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<sup>1</sup> With effect from December 2017, we have dispensed with the print-and-file practice.

softcopies of relevant documents (e.g. minutes, agenda) are set for the participants.

- Paper is saved as all fax numbers have been registered onto the “Do-not-call registers” to decline unsolicited commercial fax messages.
- We do not supply paper cups for beverages available in the department.
- Where possible we subscribe periodicals in e-format.
- We circulate news-clippings and Government Gazette via email instead of keeping several sets of hard copies.
- Paper-saving tips are re-circulated electronically to remind colleagues of the green practices on a quarterly basis.
- Only recycled paper is provided at fax machines, photocopiers and network printers.
- Regular printer maintenance to prevent paper-jamming.

10. Where there is a genuine need for printing, staff are encouraged to minimize paper consumption by:

- Using both sides of papers.
- Reusing file jackets, envelopes and paper whenever possible. Use of envelopes for unclassified documents should be avoided as far as practicable.
- Avoiding the use of fax leader page when a document is self-explanatory.
- Estimating accurately the quantity required, previewing the printing format and checking the machine setting before printing/copying to avoid errors and wastage.
- Combining multiple pages on a single sheet of paper when printing/copying.
- Referring to the softcopy or hardcopy on file instead of keeping personal hardcopies.

✧ *Separation of Waste*

11. 3-coloured separation bins are provided in our office for collecting waste paper, plastics and metals that can be recycled. The waste is collected regularly for recycling by our cleansing contractor.

**(D) Other Green Performance Measures**

✧ *Indoor Air Quality*

12. We have participated in the “Indoor Air Quality Certification Scheme for Offices and Public Places” organised by the Environmental Protection Department. A “Good Class” certificate has been awarded to the floors occupied by IPD in Wu Chung House, Immigration Tower and 909 CSWR. To ensure good indoor air quality, regular indoor air quality test in office area will be conducted.

✧ *Green Procurement*

13. In procuring products such as office furniture and equipment, we have included “trade-in options” as far as practicable. Our printers and photocopiers have also used recyclable toner cartridges which will be collected after full consumption for recycling.

**Performance Indicators**

14. In the 2024-25 financial year, our paper consumption was 2 114 reams, representing a 46.2% decrease per staff member compared to 2018-19. Additionally, we collected 1 725 kg of waste paper for recycling.

15. Furthermore, our electricity consumption for the same period was 430 760 kWh, which is 47.6% lower per staff member than in 2018-19.

**Way Forward**

16. As always, we shall continue to adopt green management practices in our operations and shall seek continuous improvement of our green measures.

## **Comments and Suggestions**

17. 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).

Intellectual Property Department  
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