

ENVIRONMENTAL REPORT 2024

Environment and Ecology Bureau (Environment Branch)

Our Key Responsibilities

The Environment and Ecology Bureau (Environment Branch) (EEB(EB)) is committed to fostering a sustainable environment and enhancing the quality of life in Hong Kong. It oversees a wide range of policy responsibilities including energy, environmental protection and assessment, air and water quality improvement, waste management, climate change, sustainable development and nature conservation.

Overview of EEB(EB)

2. Our policy objectives are:

- To promote sustainable development in the Government and the community;
- To coordinate the Government's efforts in promoting energy efficiency, energy saving and safe use of energy while minimising the environmental impact of energy production and usage;
- To strive to increase the share of zero-carbon energy in the fuel mix for electricity generation to about 60% to 70% before 2035;
- To expand the community recycling network by developing a network of recycling stores in public rental housing estates;
- To continue to implement the \$400-million Green Tech Fund to support research and development projects on decarbonisation technologies with application and commercialisation potential;
- To strengthen collaboration among Guangdong, Hong Kong and Macao in combating climate change as well as joint prevention and control of air pollution in the Greater Bay Area;

- To review, formulate, coordinate and monitor the Government's strategies, policies and action plans for tackling climate change and achieving carbon neutrality;
- To review relevant conservation ordinances and codes, and further enhance public education to strengthen the protection of wild animals, especially marine life;
- To further promote countryside revitalisation through the Countryside Conservation Funding Scheme and minor improvement works and extend ecological conservation efforts in countryside areas; and
- To implement measures to reduce air pollution and enhance air quality through legislation and public awareness campaigns.

3. The staff establishment of EEB(EB) as at 31 December 2024 stood at 217. Our head office is located at the Tamar Central Government Offices, and the building management is centrally undertaken by the Director of Administration. We operate seven outstation offices, namely the Sustainable Development Division in Queensway Government Offices, Community Relations Unit in Southorn Centre, Air Policy Division and Cross Boundary Division in Revenue Tower, Climate Change Policy Division in AIA Tower and Hopewell Centre as well as Nature Conservation Division and part of Administration Division in Chinachem Exchange Square.

Our Green Measures

4. EEB(EB) is committed to ensuring that our internal operations conform to environmental protection principles and practices. In 2024, we continued to adopt various green measures and explore ways to promote paper saving, energy saving and waste reduction. Our green measures and practices are as follows:

(a) Paper saving

- (i) We continued to use electronic modes for internal and external communications, official correspondence and circulation of information;

- (ii) We provided an electronic newspaper clipping service to our officers to ensure that the number of hard copies is kept to a minimum;
- (iii) We provided all colleagues with individual e-mail accounts and access to computer terminals connected to the departmental network;
- (iv) We continued to use electronic bulletin board to disseminate information including government circulars, internal circulars and other reference materials;
- (v) We continued to share reference materials on the local area network;
- (vi) We uploaded reports and consultation papers for public access through the internet to reduce the number of printed copies;
- (vii) We issued press releases and distributed application forms for funding support to members of the public through our website;
- (viii) We sent festive greetings electronically;
- (ix) We did not use fax cover sheets;
- (x) We continued to review the subscription of newspapers and periodicals and, where possible, replace them with e-versions of magazines and periodicals;
- (xi) We used recycled paper in place of white paper. In 2024, we utilised 2 500 reams of recycled printing paper in A4 size and 150 reams in A3 size;
- (xii) We used the e-Procurement System to invite and receive quotations to reduce paper consumption;
- (xiii) We used an online booking system of conference room instead of keeping paper records;
- (xiv) We used photocopiers and network printers capable of producing double-sided photocopying and printing and regularly reminded colleagues to keep the number of paper printouts to the minimum and use both sides of paper;

- (xv) We encouraged colleagues to use e-fax accounts to receive faxes. In 2024, we had 20 e-fax accounts in use by which 1 378 incoming e-faxes were received, representing a saving of 4 380 pages of paper;
- (xvi) We regularly reminded colleagues to make efforts to reduce printouts to the absolute minimum when preparation of meeting folders is inevitable;
- (xvii) We used the blank side of used paper for drafting, printing, photocopying and receiving faxes;
- (xviii) We re-used envelopes and loose minute jackets for internal transmission of documents and correspondence;
- (xix) We placed boxes holding single-side used paper beside photocopiers and printers to encourage the use of the blank side of used paper; and
- (xx) We adopted the Government-to-Employees services, such as e-Payroll and e-Leave system, to reduce the use of paper forms in handling salary and leave matters of our colleagues.

(b) Energy conservation

- (i) We used energy saving fluorescent lamps in our offices. Task lighting approach, such as occupancy sensor control and sunlight sensing device, was adopted for our offices;
- (ii) Motion sensors for lighting control were installed and widely used in our office areas including cellular offices, meeting rooms, reception counters, corridors and lift lobbies. Lights would automatically be switched off when nobody was in the area;
- (iii) We set all photocopiers to energy-saving mode when they were not in use for over five minutes;
- (iv) We used energy-efficient equipment, such as power-saving photocopiers, printers and computers;

- (v) We kept reminding colleagues to switch off electrical appliances when not in use and a staff member was designated to turn off all unnecessary electrical appliances after normal office hours;
- (vi) We continued to procure energy efficient appliances with energy label;
- (vii) We used venetian blinds to adjust the penetration of sunlight, allowing sufficient sunlight for natural illumination while reducing sunlight heating;
- (viii) We regularly reminded colleagues to switch off lights and personal computers outside office hours;
- (ix) We kept a reasonable room temperature to avoid excessive air-conditioning; and
- (x) We encouraged our colleagues to use staircases instead of lifts for inter-floor movement.

(c) Waste minimisation and recycling

- (i) We continued to serve beverages in glasses instead of disposable ones during meetings;
- (ii) We did not serve bottled water or use paper coasters / cup covers during meetings;
- (iii) We adhered to the government guidelines on reducing food waste and ordered no more than six main dishes to avoid excessive food and unnecessary wastage when hosting Chinese cuisine in restaurants;
- (iv) In support of green living, we did not consume shark fin, bluefin tuna and black moss in official entertainment functions;
- (v) In line with the Government's green policy, we refrained from bestowing gifts / souvenirs on others during the conduct of official activities as far as possible;

- (vi) We installed recycling bins of different colours in common areas to collect plastics, metals, waste paper, glass and rechargeable batteries for recycling. In 2024, 15 101 kg of waste paper, 1 109 nos. of metal cans and 671 nos. of plastic bottles were collected in our office located at the Tamar Central Government Offices;
- (vii) We continued to provide green boxes in offices for collection of paper used on one side for re-use;
- (viii) We collected printer cartridges and photocopier toner bottles for recycling;
- (ix) We encouraged trading-in of obsolete office equipment during procurement;
- (x) We arranged statutory removal service with suppliers to dispose of waste regulated electrical equipment through participation in the Producer Responsibility Scheme on Waste Electrical and Electronic Equipment;
- (xi) We used refillable ball pens;
- (xii) We sold broken furniture and obsolete equipment to contractors for recycling; and
- (xiii) We declined acceptance of souvenirs / gifts when attending events and functions as far as possible for promoting sustainability.

(d) Other green measures

- (i) We used automatic sensor taps and dual flushing modes in washrooms to reduce water consumption;
- (ii) We put up notices to remind staff of water saving;
- (iii) We displayed energy saving stickers at conspicuous places in offices to enhance staff awareness on energy conservation;
- (iv) We conducted regular review on our office supply items so as to avoid over-ordering;

- (v) We continued to arrange bulk purchase and delivery to reduce individual product packaging;
- (vi) We arranged regular re-circulation of government guidelines on green practices and waste avoidance to staff;
- (vii) We displayed plants in offices to create a green environment;
- (viii) We encouraged staff to actively participate in green activities; and
- (ix) We set all network printers to “print in grayscale” as the default printing mode to minimise the use of colour ink cartridges / toner cartridges.

Green Procurement

5. EEB(EB) has compiled a green procurement list of products and services commonly used by the Government, setting out the green specifications of each product and service item for bureaux and departments to practise green procurement. In July 2021, EEB(EB) increased the number of products and services covered in the green procurement list from 150 items to 183 items, and updated the green specifications of each item and provided more green procurement tips. EEB(EB) will review the green procurement list and relevant green specifications as and when necessary to keep abreast of the latest market development and the procurement needs of bureaux and departments, for example the green specifications related to the procurement of electric private vehicles, LED lamps with motion sensors and filtered water dispensers.

6. In 2024, the EEB(EB) spent about \$1.2 million in purchasing products from the green procurement list, with major categories including stationery and office supplies as well as computer equipment and products.

Commitments under the Clean Air Charter

7. The Chief Executive signed the Clean Air Charter on behalf of the Government at the “Business for Clean Air” seminar organised by the Hong Kong General Chamber of Commerce on 27 November 2006. The Charter was initiated by the business sector in support of the Government’s appeal to improve air quality in Hong Kong. EEB(EB) fully supports the Government’s determination

to improve air quality by meeting the commitments of the Clean Air Charter. The progress of commitments under the Charter relevant to our operations is reported below:

(a) Electricity

In 2024, the total electricity consumption of EEB(EB) offices¹ amounted to 679 563 kWh. This figure includes electricity usage from offices located at Tamar Office, AIA Tower, Chinachem Exchange Square and Hopewell Centre. As EEB(EB)'s offices are shared with the Environmental Protection Department, it is not possible to provide a separate breakdown of electricity consumption of EEB(EB). The resulting emissions are as follows:

<u>Pollutants</u>	<u>Emissions</u>
Carbon Dioxide-equivalent	408 tonnes
Nitrogen Oxides	883 kg
Sulfur Dioxide	1 427 kg
Respirable Suspended Particulate (RSP)	68 kg

(b) Green Transport

EEB(EB) continued to promote green transport in 2024 with measures as follows:

- (i) We have been progressively replacing old departmental vehicles with electric vehicles (EVs). Three old vehicles were replaced with EVs in 2024, bringing the total number of EVs in our fleet to four. The remaining two old vehicles will be replaced with EVs upon reaching the end of their service life;
- (ii) We encouraged staff to walk or use public transport where possible and to carpool when using government vehicles;
- (iii) Our departmental vehicles used unleaded petrol; and

¹ Excluding electricity consumptions in joint-user government buildings which are reported by the Government Property Agency.

- (iv) Drivers of departmental vehicles were required to switch off vehicle engines while waiting in order to avoid idling emissions and achieve fuel savings.

(c) Indoor Air Quality

The Central Government Offices, where EEB(EB)'s main office is located, was awarded "Excellent Class" under the Indoor Air Quality Certification Scheme in 2024, while the premises where EEB(EB)'s other outstation offices are located attained "Good Class" under the Scheme.

Continuous Improvement and Way Forward

8. We will continue to promote and implement our green housekeeping measures and practices. To ensure that the green efforts will be maintained and further improved, we are committed to:

- (a) Promoting and encouraging the adoption of effective green measures to provide a green working environment;
- (b) Encouraging staff to participate in environmental protection and energy saving activities;
- (c) Implementing various energy-efficient measures;
- (d) Adhering to the commitments stated in the Clean Air Charter;
- (e) Sustaining our various efforts in green office management and in promoting waste reduction, as well as monitoring the electricity consumption and carbon performance of the major government buildings under our purview on a regular basis;
- (f) Reducing paper consumption through adopting existing methods and pursuing new green measures, for example, implementation of the Government's Electronic Recordkeeping System in phases for electronic filing of office records; and
- (g) Equipping our colleagues with adequate computer facility to facilitate the efficient transaction of departmental business by electronic means.

Feedback

9. We welcome your valuable feedback on this Environmental Report. Please contact the Green Manager of the Bureau by:

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10. This report is also available on the homepage of EEB(EB) at https://www.eeb.gov.hk/en/resources_publications/index.html.

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