

**Home and Youth Affairs Bureau
Environmental Report 2022
for the Period from April 2022 to March 2023**

Home and Youth Affairs Bureau's Key Responsibilities

The Home and Youth Affairs Bureau¹ (HYAB) oversees a wide range of policy responsibilities including youth development, women, gambling, national education and civic education outside schools, liaison with religious bodies, Youth Development Commission secretariat support, Family Council secretariat support, Community Care Fund secretariat support, Community Investment and Inclusion Fund secretariat support, social enterprises, community building, district administration, building management, entertainment licensing, as well as overseeing the management of Trust Funds for which the trustee is Secretary for Home and Youth Affairs, Board of Management of the Chinese Permanent Cemeteries and Chinese Temples Committee.

2. Apart from proposing legislation and formulating strategies, we work closely with the government departments² and subvented bodies³ under our purview to achieve the above tasks. We also organise different promotional programmes, functions and exhibitions, publish publications and leaflets, and operate the Youth Square and a Civic Education Resource Centre.

Expenditure and Establishment

3. Our revised estimates in 2022-2023 was \$1,287.07 million. As at 31 December 2022, there were 179 permanent posts in the Bureau.

¹ Upon re-organisation of the government structure on 1 July 2022, the former Home Affairs Bureau has been re-organised into the Home and Youth Affairs Bureau.

² The departments under our purview include Home Affairs Department and Information Services Department.

³ Subvented bodies under our purview include uniformed groups and other youth organisations.

Our Environmental Policy

4. The HYAB recognises the benefits of a healthy environment and the importance of sustainable development for the future of Hong Kong. We fully support the HKSAR Government's initiatives to improve the environment. We are committed to -

- (a) ensuring that the operations of the Bureau are conducted in an environmentally responsible manner;
- (b) increasing staff awareness for protecting the environment and preventing pollution;
- (c) encouraging departments and subvented bodies under our purview to adopt environmentally responsible measures to conserve resources and prevent pollution; and
- (d) conducting review of the current green measures with a view to formulating and taking necessary actions to attain continual improvement.

Green Measures Taken in 2022

5. In 2022, we continued to follow the green measures adopted in the past and pursued new initiatives to improve our working environment and preserve common resource. The green measures taken include -

- (a) *Conserve Resources and Energy*
 - consume less paper by setting “double-sided printing” as the default mode for all printers/ photocopiers; using the blank side of used paper for drafting and printing incoming fax messages; disabling automatic printing of confirmation journal from fax machines; avoiding use of fax leader pages; encouraging staff to preview a document on screen and fine tune its page setup/ layout before sending it to print; and minimising photocopying and circulation of circulars by hard copies as far as practicable;

- use electronic correspondence and internet to send e-Orientation Folder containing softcopies of circulars/ forms to newcomers; issue posting notices and telephone directories through electronic means; upload reference documents on the intranet for staff's access; print e-messages and digital photos only if necessary; issue invitations and/ or seasonal greetings by electronic means as far as practicable;
- upload consultation papers and reports to the Bureau's website to reduce printed copies;
- minimise use of envelopes for despatching unclassified documents within the Bureau;
- minimise use of products which are not environmentally friendly, e.g. correction fluid, batteries with mercury, non-reusable DVDs and CDs, and procure refillable or recyclable stationery such as refillable ball pens, clutch pencils and recycled paper;
- review actual needs for office supply items regularly and adjust the order quantities accordingly;
- include green requirements in cleansing contract for our offices as far as practicable;
- encourage staff to use staircase for interfloor traffic;
- stop using corsages and reduce name badges to an absolute minimum when organising events;
- notify organisers of events that government attendees will not use or accept any corsages, souvenirs or gifts, and badges should be avoided as far as practicable;
- serve drinking water/ tea in glasses or reusable cups instead of one-off disposable items such as paper cups or plastic bottles; encourage staff to use their own cups at meetings;

- automate conference room booking system to replace paper records;
- use lighting sensors to adjust lights intensity automatically in our offices as far as practicable;
- use motion sensors to switch on or off lights automatically in our offices as far as practicable;
- switch off majority of office equipment (including photocopiers and network printers) in communal areas after office hours so that office equipment at stand-by mode will be kept to the minimum necessary;
- encourage staff to switch off computers, monitors and printers after use;
- set room temperature at appropriate level and avoid excessive cooling;
- lower window blinds to reduce heat from direct sunlight in summer;
- use auto-sensitized water taps in washrooms;
- incorporate standard clauses into the tender documents for catering facilities in Youth Square (YS) to implement the disposable tableware-free practices whenever tendering exercise arises; and encourage the existing catering operator in YS to implement the new disposable tableware-free practices to the maximum extent possible on a voluntary basis at the earliest possible time; and
- cease the sale of plastic bottled water measuring 1 litre or less at automatic vending machines in YS.

(b) Re-use and Recycle Waste

- re-use envelopes, loose minute file jackets and paper labels;
- re-use materials for events and functions that are held regularly as far as practicable;
- re-use decorative materials at festive seasons;
- provide green boxes in office for collection of papers used on one side for re-use;
- collect glass/ plastic bottles/ aluminium cans, waste papers, used laser printer toner cartridges, and rechargeable batteries, etc. for waste recycling; and
- repair defective furniture/ equipment, and arrange with Government Logistics Department for commercial disposal of surplus furniture/ equipment with saleable value.

(c) Improve Air Quality

- use unleaded fuel in departmental cars;
- use electric and hybrid motor vehicle where practicable;
- encourage joint usage of departmental car for official journey(s) to same/nearby destinations to reduce fuel consumption;
- switch off idling car engines;
- implement the Government's "Smoke-free Workplace" Policy;
- place potted plants in office areas to promote greening of working environment and enhance indoor air quality;
- arrange regular cleaning of the air-conditioning vents; and

- participate in the Indoor Air Quality (IAQ) Certificate Scheme promulgated by the Environmental Protection Department (Note: “Good Class” of the IAQ Objective achieved in 2022-23 for Chinachem Exchange Square office, YS and The Hub office.)

(d) Enhance Environmental Awareness of Staff

- affix ‘Save Energy’ stickers in common rooms to remind staff to turn off air-conditioners and lights when not in use;
- put up notices to remind staff of water saving;
- set up “Green Corner” at Document Library of our computer network to display information on greentips; and
- recirculate to staff the government guidelines on green practices and waste avoidance on a regular basis.

(e) Promote Public Awareness on Environmental Protection

- encourage the Committee on the Promotion of Civic Education, which is under our auspices, to use Bureau’s funds that came under its scrutiny to sponsor projects with themes of environmental protection.⁴

(f) Conservation-conscious menus in official entertainment functions

- ensure that menus in official entertainment functions will not include shark fin, bluefin tuna, black moss, humphead wrasse, wild caught Hong Kong grouper, sturgeon caviar, and their related food items.

⁴ The related project was not held in 2022 due to the COVID-19 epidemic situation and may resume when situation allows.

(g) Green procurement

- ensure green purchasing by –
 - ✓ including trade-in-option for purchase of replacement stores or equipment;
 - ✓ encouraging procuring teams to adopt green specifications in tendering conditions;
 - ✓ implementing the e-Procurement System for the purchase of IT products/ services under IT Standing Offer Agreements; and
 - ✓ inviting and receiving quotations by means of electronic mails for the procurement of stores/ services within the quotation limit set out in the Stores and Procurement Regulations.

Way Forward

6. We will maintain our efforts in promoting the importance of being responsible for our environment. We will continue to -

- (a) gauge the environmental impact of our policy work and programme activities and encourage applicants for our funding schemes to adopt environmentally responsible measures when launching projects and activities;
- (b) sustain our efforts in nurturing civic responsibility which will in turn bolster concerns for the environment;
- (c) encourage staff participation in environmental protection and energy saving activities; and
- (d) sustain our various efforts in green office management and in promoting waste reduction, as well as in monitoring the electricity consumption and carbon performance of the major government buildings under our purview⁵ on a regular basis.

⁵ While the electricity consumption and carbon audit findings of the Youth Square in financial year 2022-2023 are detailed at Annexes 1 and 2 respectively, the electricity consumption of the other

Invitation for Comments

7. To save paper, no hardcopy of this report is issued. An electronic copy of this report is available on our Bureau's website at www.hyab.gov.hk. We welcome your comments on this report through one of the following means:

E-mail : hyab@hyab.gov.hk
Telephone : 3509 8015 or 3509 7008

offices of the HYAB which are located in buildings managed by the Government Property Agency are covered in the latter's annual environmental report.

**Electricity Consumption of Youth Square^{Note 1}
in Financial year (FY) 2018-19 and FY 2022-23**

	Electricity consumption (million kWh)	Electricity consumption under comparable operating conditions^{Note 2} (million kWh)
FY 2018-19 (as the baseline)	5.552	Not applicable
FY 2022-23	5.148 (-7.3%)	5.143 (-7.4%)

(a) Change in Electricity Consumption

As set out above, the change in electricity consumption of Youth Square (YS) from FY 2018-19 to FY 2022-23 was -7.3%.

(b) Electricity Consumption under Comparable Operating Conditions

Under comparable operating conditions of FY 2018-19, the change in electricity consumption of YS from FY 2018-19 to FY 2022-23 was -7.4%. The following on-going energy-saving measures have been adopted in YS-

- (1) Turning off ceiling lights at the window perimeter at day time;
- (2) Turning off external lighting installations at day time and during the period from 11:00 p.m. to 7:00 a.m.;
- (3) Replacing lighting facilities with LED lamps which consume less power;
- (4) Inclusion of idle mode for all escalators;
- (5) Suspending service of two lifts at the Main Block and one lift at the Hostel Block after 11:00 p.m.;
- (6) Adjusting the operating hours of fan coil units by turning off partial fan coil units at common area;
- (7) Turning off air-conditioning when a venue is closed and activating ventilation facilities when necessary;
- (8) Setting the room temperature at appropriate level to avoid excessive cooling;

- (9) Providing reminder labels to staff to switch off air-conditioning units;
- (10) De-energising power supply during off-hours to common equipment, such as photocopiers, printers, water dispensers; and
- (11) Activating the hibernation modes for computers, photocopiers, etc.

YS was selected by the Electrical and Mechanical Services Trading Fund in March 2015 as one of the government buildings for conducting energy audit to identify energy management opportunities (EMOs) specific to the operational and technical characteristics of YS. The energy audit was completed in July 2016. Funding has been approved to proceed with the EMOs identified in the energy audit. Works have commenced since November 2018 and were completed in February 2020. Completed works include:-

1. Installation of electromagnetic induction device for chiller plant;
2. Replacement of air-conditioners with high efficiency split-type models;
3. Replacement of LED lights with two-step dimming control model in the staircases and lift lobbies;
4. Upgrading of the Central Control and Monitoring System;
5. Replacement of existing lights at Y Theatre with LED lights; and
6. Installation of variable speed drives for cooling towers.

Note 1 The electricity consumption of Youth Square has excluded the catering, retail and office areas which are installed with independent electricity meters by tenants and operators.

Note 2 For a like-for-like comparison with the baseline, the figure of electricity consumption under comparable operating conditions has taken into consideration significant changes in premises, plants and equipment, services and service hours.

Carbon Performance Disclosure

1. Background Information	
Bureau / Department	Home and Youth Affairs Bureau – Youth Square
Reporting Period From (DD/MM/YYYY) to (DD/MM/YYYY)	1/4/2022 – 31/3/2023
Total No. of Major Buildings^{Note 1}	1
Total Floor Area ^{Note 2} (m²)	37 993.9
Category of Building(s) (please tick the appropriate box(es))	<input type="checkbox"/> Health facilities <input type="checkbox"/> Office type buildings <input type="checkbox"/> Venues managed by disciplined services departments <input type="checkbox"/> Recreational or cultural buildings/venues/facilities <input type="checkbox"/> Schools and educational buildings <input checked="" type="checkbox"/> Others, please specify: Integrated Building with Hostel, Performance Venues, Cafeteria, Offices and Retail Units, Resource Centre for Public

2. Scope of Reporting		
Total Greenhouse Gas (GHG)Emissions ^{Note 3}	3 669.8883	Tonnes of CO₂ -e

Note 1 “Major Buildings” refer to buildings with annual electricity consumption over 500 000 kilowatt hour (kWh).

Note 2 “Total Floor Area” refers to the sum of floor areas of “Major Buildings”.

Note 3 “Total GHG Emissions” refer to the sum of Scopes 1, 2 and 3 GHG emissions.

Emission Source	
Scope 1	Direct GHG emissions (Emission from stationary source)
Scope 2	Energy indirect GHG emissions (Emissions from purchased electricity) For carbon audit purpose, the electricity purchased has excluded that for the catering, retail and office areas which are occupied by tenants and operators.
Scope 3	Other indirect GHG emissions (Emissions from paper waste and water)

3. GHG Reduction Measures Implemented in the Reporting Period	
Energy saving	<ol style="list-style-type: none"> 1. Replace partial fluorescent lamps at common area with LED light. 2. Replace partial spot lights at 1/F exhibition area with LED light. 3. Upgrade the hot water supply system for low zone guest rooms, i.e. added one heat pump and replaced two electric water boilers.
Vehicles	N/A
Paper saving	Electronic correspondence and Internet were used in the distribution of news of Youth Square activities instead of hard copy.
Water saving	<ol style="list-style-type: none"> 1. All existing water taps in toilets are of water efficiency type with automatic sensors. 2. All shower heads in Y Loft guest rooms are of Grade 1 water efficiency type.
Recycling activities	Various recycle bins/collectors are provided at Youth Square to encourage recycling activities and waste separation, including paper, plastic bottles, aluminium cans, rechargeable battery, used cloth, ink cartridge, glass bottle, fluorescent lamp and polyfoam.
Staff engagement	Venue staff are provided with regular training to raise their awareness on energy conservation.
Housekeeping measures	<ol style="list-style-type: none"> 1. Turning off ceiling lights at the window perimeter at day time. 2. Turning off external lighting installations at day time and during the period from 11:00 p.m. to 7:00 a.m.. 3. Inclusion of idle mode for all escalators. 4. Suspending service of two lifts at the Main Block and one lift at the Hostel Block after 11:00 p.m.. 5. Adjusting the operating hours of fan coil units by turning off partial fan coil units at common area. 6. Turning off air-conditioning when a venue is closed and activating ventilation facilities when necessary. 7. Room temperature is set at appropriate level to avoid excessive cooling. 8. "Save Energy" stickers are displayed to remind staff to turn off air-conditioners and lights when not in use. 9. Reducing the output of the LED lights with built-in dimming control and microwave sensor (provided at staircases and lift lobbies). 10. De-energising power supply during off-hours to common equipment, such as photocopiers, printers, water dispensers. 11. Activating the hibernation modes for computers, photocopiers, etc.
Others	N/A

4. On-grid Renewable Energy (RE) System Installed in the Major Buildings		
Type(s) of System (e.g. Solar PV, Wind Turbine)	N/A	
Annual Electricity Generated by RE System	N/A	kWh
Reduction in GHG Emissions ^{Note 4, Note 5}	N/A	Tonnes of CO _{2-e}

^{Note 4} Reduction in GHG emissions (Tonnes CO_{2-e}) = Annual electricity generated by RE system (kWh) x Territory-wide default value of emission factor for purchased electricity (i.e. 0.7 kg/kWh) ÷ 1000
For simplicity and consistency, a territory-wide default value of emission factor for purchased electricity is suggested to be adopted to assess the reduction in GHG emissions by RE technologies regardless of the locations of the infrastructure. The most updated territory-wide default value is available at https://www.climate-ready.gov.hk/education_centre.php?section=guideline_reference_links.

^{Note 5} Reduction in GHG emissions resulting from the installation of on-grid RE systems will **NOT** be counted towards the overall carbon performance of the government buildings, as the electricity generated by the systems will be fed into the grids of the power companies and transferred out of the buildings at the same time.