

Digital Policy Office

Environmental Report 2025

Introduction

This report lists out the major green management measures taken by the Digital Policy Office in 2025.

Our Work

2. The Digital Policy Office is responsible for formulating policies on digital government, data governance and information technology, enhancing governance and driving the development of digital government by bolstering the Government's capabilities in addressing long-term and strategic issues.

Our Environmental Goal

3. Our environmental policy is to conduct business in an environmentally responsible manner. We aim to contribute towards environmental protection by promoting the wider use of information technology (IT), the use of environmental-friendly computer products and services within the community and the IT industry, and green data centre management in the Government.

Green Computing

4. We are committed to the support of green computing. Some of the initiatives which the Government have implemented are:

- adopting energy-efficient computers;
- using paperless meeting solutions;
- promulgating Practice Guide to IT Operations Management that includes green management;
- considering the green options when making a purchase decision;
- conducting public awareness programmes on the reuse and recycling of obsolete computers; and

- encouraging the use of planning and resource management systems to optimise waste collection and disposal.

5. To support green computing technologies, we have incorporated green requirements in the procurement of IT products. Under the IT product contracts arranged centrally by the Digital Policy Office and the Government Logistics Department, we have required the IT products supplied by the contractors, where appropriate, to have energy saving or power management features and to comply with green requirements.

6. To further improve energy efficiency and environmental performance of data centres, the Digital Policy Office has promulgated the Green Data Centres Practice Guide and BEAM Plus Data Centres Assessment Tool developed by the BEAM Society Limited to data centre industry practitioners, as well as government bureaux and departments for their reference and adoption with a view to improving the energy efficiency and environmental performance of their data centres. The document was also made available on the Digital Policy Office homepage for reference by the public and the industry.

7. The Government Data Centre Complex has adopted the latest green data centre practices and achieved the “Gold” rating in the provisional assessment under the BEAM Plus Data Centres Assessment Tool v1.0.

8. To contribute towards environmental protection by promoting the wider use of IT, we coordinate, develop and deploy common, shared and joined-up IT applications for adoption by bureaux/departments to improve their operational efficiency.

Green Housekeeping Measures

9. In support of the Government’s efforts to protect the environment, we are committed to ensuring that our internal operations are conforming to environmental protection principles and practices. In 2025, we continued to adopt the following green practices:

(A) Minimising Paper Consumption

- Uploading the Digital Policy Office Circulars onto the Government's intranet portal "Central Cyber Government Office" (CCGO) for access by government users;
- Using workflow function of Electronic Recordkeeping System for minutes submission and approval;
- Automating internal workflows, including processing leave applications, applications for time-off for medical appointment, training nominations, human resources management, e-Procurement, inventory management, IT system funding applications, and preparing replies to LegCo through electronic systems;
- Using paperless meeting solutions;
- Reviewing reports and publication online, e.g. Budget, Policy Address;
- Using larger computer monitors to encourage online reading than printing, etc;
- Providing e-Books and e-Learning materials;
- Using e-Fax solution; and
- Using recycled paper and minimising the use of virgin paper.

(B) Waste Management

- Collecting used paper, unwanted newspaper, outdated publications, metal cans and plastic bottles as well as used printer cartridges for recycling;
- Reusing envelopes, file folders, tags and paper clips as far as practicable;
- Deploying network printers in workspace for paper and toner consumption monitoring to avoid overstock waste; and
- Arranging trade-in, auction or recycling of surplus furniture and obsolete equipment as appropriate.

(C) Energy Conservation

- Conducting online meetings and webinars as appropriate to reduce the need to travel;
- Maintaining the room temperature at 25.5°C as far as practicable;
- Using window blinds to facilitate energy-efficient insulation and illumination with optimal use of natural light;
- Implementing intelligent sensors based on motion detection to control lighting;
- Turning off lights, computers and other electrical equipment when those are not in use and to activate automatic power off or sleep mode if such functions are available;
- Using demand control of chilled water circulation system to manage the switching on and off of chillers and pumps of data centres to reduce energy consumption;
- Adjusting the temperature set point of Computer Room Air Handler of data centres for better energy efficiency;
- Enhancing airflow management and used cold aisle containments in data centre halls for better cooling efficiency to save energy;
- Using environmental and power management systems in data centres to monitor and improve energy efficiency; and
- Using overhead cabling for network cables installation in data centres to reduce obstruction to cooling airflow under raised floor in order to improve cooling efficiency and reduce energy consumption.

(D) Green Procurement

- Procuring computers and office equipment with Energy Efficiency labels;
- Procuring environmentally friendly products which are durable and recyclable, e.g. recyclable laser printer toner cartridges, refillable ball pens; and
- Procuring goods and service and adopted green specifications for products where such specifications have been promulgated by Environmental Protection Department (EPD).

(E) Green Transport

- Replacing departmental vehicles with electric vehicles (EV) in phases;
- Using unleaded petrol for our departmental vehicles;
- Further promoting the adoption of ride-sharing arrangements; and
- Reminding drivers to switch off vehicle engines whilst awaiting in order to avoid idling emissions and achieve fuel saving.

(F) Air Quality

We are committed to making sustainable improvement to air quality to fulfill the commitments of the Clean Air Charter. Our measures include:

- Installing air purifiers in the offices; and
- Using electric fans to improve ventilation of workplaces.

We successfully got “Excellent” and “Good” indoor air quality certificate issued to all thirteen offices.

(G) Staff Awareness

- Allowing staff to dress light and adopt more relaxed code of business attire in summer months (e.g. no jacket or tie) if appropriate for a more comfortable working environment and to set a good example for the community to follow;
- Re-circulating relevant circulars issued by subject bureau/departments on green practices every six months to all colleagues to promote staff awareness on environmental protection;
- Putting up labels near light switches and in pantry and toilets to remind colleagues to save energy and water;
- Encouraging staff participation in government and community environmental protection and energy saving activities/campaigns;
- Reminding drivers to switch off the vehicle engines while waiting;
- Reminding staff to use public transport whenever possible;

- Displaying posters and other promotional materials to promote environmental awareness among staff;
- Encouraging staff to review reports and publication online, e.g. Budget, Policy Address; and
- Conducting online meetings and webinars as appropriate to reduce the need to travel.

Green Targets in Future

10. We will continue to identify new initiatives to make our working environment an environmentally responsible one. To ensure that green efforts will be maintained, we are committed to -

- a wider use of electronic measures/ workspace to enhance operation efficiency and minimise the use of paper and energy;
- incorporating green requirements in the procurement of IT products and continually strengthening the specifications having regard to the development of green computing standards and sufficient choice of products in the market;
- adopting effective green and energy-efficient measures to provide a green working environment;
- implementing measures to effectively monitor environmental conditions in data centres to strive for better energy efficiency; and incorporating green requirements and high energy efficiency in enhancing facilities of data centres.

Feedback and Comments

11. If you have any comments or suggestions on this report, please send them to the Green Manager of the Digital Policy Office by:

Email: enquiry@digitalpolicy.gov.hk

Address: 14/F, Treasury Building, 3 Tonkin Street West,
Cheung Sha Wan, Kowloon

Telephone: (852) 3847 7439

Fax: (852) 2802 4549

Digital Policy Office
2026