

Home and Youth Affairs Bureau
Environmental Report 2023
for the Period from April 2023 to March 2024

Home and Youth Affairs Bureau's Key Responsibilities

The Home and Youth Affairs Bureau (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 governance, 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 departments¹ and subvented bodies² 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 (YS) and a Civic Education Resource Centre.

Expenditure and Establishment

3. Our revised estimates in the financial year (FY) 2023-24 was \$971.75 million under the operating account. As at 31 December 2023, there were 182 permanent posts in the Bureau. Main offices occupied by the HYAB are at Central Government Offices (CGO), YS, The Hub, Chinachem Exchange Square and Southorn Centre.

¹ The departments under our purview include Home Affairs Department and Information Services Department.

² 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 targets to reduce Hong Kong's total carbon emissions by 50% before 2035 as compared to the 2005 level, and achieve carbon neutrality before 2050. 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 2023

5. In 2023, 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) *Net-zero electricity generation*
 - i. conduct ongoing discussions with Electrical and Mechanical Services Department (EMSD) and Architectural Services Department on the feasibility of installing solar photovoltaic panels on the rooftop of YS in accordance with the Carbon Audit Report issued by the EMSD in December 2023.

(b) Energy saving and green buildings

- i. conduct annual review on illumination level in office area;
- ii. use lighting sensors to adjust lights intensity automatically in our offices as far as practicable;
- iii. use motion sensors to switch on or off lights automatically in our offices as far as practicable;
- iv. 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;
- v. encourage staff to switch off computers, monitors and printers after use;
- vi. set room temperature at appropriate level and avoid excessive cooling;
- vii. lower window blinds to reduce heat from direct sunlight in summer;
- viii. use auto-sensitised water taps in washrooms;
- ix. affix “Save Energy” stickers in common rooms to remind staff to turn off air-conditioners and lights when not in use;
- x. procure energy efficient appliances with Grade 1 energy label;
- xi. encourage staff to use staircase for interfloor traffic;
- xii. arrange regular cleaning of the air-conditioning vents;
- xiii. turn off ceiling lights at the window perimeter at daytime in YS;

- xiv. turn off external lighting installations at daytime and during the period from 11:00 p.m. to 7:00 a.m. in YS;
- xv. replace lighting facilities with LED lamps which consume less power in YS; and
- xvi. replace halogen lights by LED lights in YS.

(c) Green transport

- i. follow the government-wide plan in adoption of electric vehicles for the government fleet;
- ii. use electric and hybrid motor vehicles where practicable;
- iii. use unleaded fuel in departmental cars;
- iv. encourage joint usage of departmental car(s) for official journey(s) to same/nearby destinations to reduce fuel consumption; and
- v. switch off idling car engines.

(d) Waste reduction

- i. 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;
- ii. 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;
- iii. upload consultation papers and reports to the Bureau's website to reduce printed copies;
 - iv. minimise use of envelopes for despatching unclassified documents within the Bureau;
 - v. stop using corsages and reduce name badges to an absolute minimum when organising events;
 - vi. 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;
 - vii. 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;
 - viii. automate conference room booking system to replace paper records;
 - ix. incorporate standard clauses into the tender documents for catering facilities in YS to implement the disposable tableware-free practices whenever tendering exercise arises, and encourage existing caterers in YS to implement the new disposable tableware-free practices to the maximum extent possible on a voluntary basis at the earliest possible time;
 - x. cease the sale of plastic bottled water measuring 1 litre or less at automatic vending machines in YS;
 - xi. re-use envelopes, loose minute file jackets and paper labels;
 - xii. re-use materials for events and functions that are held regularly as far as practicable;
 - xiii. re-use decorative materials at festive seasons;

- xiv. provide green boxes in offices for collection of papers used on one side for re-use;
- xv. collect glass/plastic bottles, aluminium cans, waste paper, used laser printer toner cartridges, and rechargeable batteries, etc. for waste recycling;
- xvi. implement the e-Procurement System for the purchase of IT products/services under IT Standing Offer Agreements;
- xvii. invite and receive quotations by means of electronic mails for the procurement of stores/services within the quotation limit set out in the Stores and Procurement Regulations; and
- xviii. prohibit provision of plastic tableware, straws, stirrers, cups and cup lids in the youth hostel in YS.

(e) Carbon management

- i. participate in carbon audit for CGO and YS jointly arranged by the EMSD and the Environmental Protection Department (EPD).

(f) Other green performance/housekeeping measures

- i. 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;
- ii. review actual needs for office supply items regularly and adjust the order quantities accordingly;
- iii. include green requirements in cleansing contracts for our offices as far as practicable;
- iv. repair defective furniture/equipment, and arrange with the Government Logistics Department for commercial

- disposal of surplus furniture/equipment with saleable value;
- v. implement the Government's "Smoke-free Workplace" Policy;
 - vi. place potted plants in office areas to promote greening of working environment and enhance indoor air quality;
 - vii. participate in the Indoor Air Quality (IAQ) Certificate Scheme promulgated by the EPD (Note: "Good Class" of the IAQ Objective achieved in 2023-24 for offices at Chinachem Exchange Square, YS and The Hub);
 - viii. put up notices to remind staff of water saving;
 - ix. set up "Green Corner" at Document Library of our computer network to display information on green tips;
 - x. recirculate to staff the government guidelines on green practices and waste avoidance on a regular basis;
 - xi. encourage the Committee on the Promotion of Civic Education, which is under our auspices, to publicise themes/posts of environmental protection through the Committee's social media platform;
 - xii. 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;
 - xiii. include trade-in-option for purchase of replacement stores or equipment; and
 - xiv. encourage procuring teams to adopt green specifications in tendering conditions.

Environmental Performance : Key Statistics and Data

6. Key statistics and data on energy consumption are tabulated below :

Electricity (kilo-Watt-hour, kWh)				
Year	CGO	YS	The Hub	Chinachem Exchange Square
FY 2023-24	621 418	5 297 054	79 743	12 475

Note: There is no figure for HYAB office in Southorn Centre as the building is centrally managed by the Government Property Agency (GPA) and no separate electricity meters are installed.

Use of Fuel	
Year	Amount of unleaded patrol used (Litre)
FY 2023-24	15 224.52

Continuous Improvement and Way Forward

7. 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;
- (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 purview³ on a regular basis; and

- (e) reduce paper consumption through adopting existing methods and pursuing new green measures, e.g. implementation of the Government's Electronic Recordkeeping System in phases for electronic filing of office records.

Invitation for Comments

8. 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

³ While the electricity consumption and carbon audit findings of YS in FY 2023-24 are detailed at Annexes 1 and 2 respectively, the carbon audit findings of other HYAB offices which are located in buildings managed by the GPA are covered in the latter's annual environmental report.

**Electricity Consumption of Youth Square (YS)^{Note 1}
in Financial year (FY) 2018-19 and FY 2023-24**

	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 2023-24	5.297 (-4.6%)	5.285 (-4.8%)

(a) Change in Electricity Consumption

As set out above, the change in electricity consumption of YS from FY 2018-19 to FY 2023-24 was -4.6%.

(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 2023-24 was -4.8%. The following on-going energy-saving measures have been adopted in YS-

- (1) Turning off ceiling lights at the window perimeter at daytime;
- (2) Turning off external lighting installations at daytime 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) Affixing reminder labels for staff to switch off air-conditioning units;

- (10) De-energising power supply during off-hours to common equipment, such as copying machines, printers, water dispensers, etc.;
- (11) Activating the hibernation modes for computers, copying machines, etc.; and
- (12) Replacing halogen lights with LED lights.

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 was then approved to proceed with the EMOs identified in the energy audit. Works were commenced in November 2018 and completed in February 2020. Completed works include:-

1. Installation of electromagnetic induction devices for chiller plants;
2. Replacement of air-conditioners with high efficiency split-type models;
3. Replacement of LED lights with two-step dimming control model in 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 YS 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)	1/4/2023 – 31/3/2024
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}	3 517.3291	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	1. Replacement of Halogen lights with LED lights.
Vehicles	N/A
Paper saving	Electronic correspondence and Internet were used in the distribution of news of Youth Square activities instead of hard copies.
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 for paper, plastic bottle, aluminum can, 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 daytime. 2. Turning off external lighting installations at daytime 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 LED lights with built-in dimming control and microwave sensors (provided at staircases and lift lobbies). 10. De-energising power supply during off-hours to common equipment, such as copying machines, printers, water dispensers, etc. 11. Activating the hibernation modes for computers, copying machines, etc. 12. Affixing reminder labels for staff to switch off air-conditioning units.
Others	N/A

4. On-grid Renewable Energy (RE) System Installed in the Major Buildings		
Type(s) of System (e.g. Solar Photovoltaic, 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://cnsd.gov.hk/en/resources-centre/>.

^{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.