
	<b>Civil Engineering and Development Department</b>	
	Title:	General Guidelines for Management of the Project Administration Handbook for Civil Engineering Works (PAH) by Relevant Chapter Owners

1. The PAH, which comprises 9 chapters, is managed by the Working Group for Reviewing and Updating the PAH.
2. The Working Group is chaired by the Assistant Director (Technical) of CEDD and comprises members from the main works departments. Each member of the Working Group is the Chapter Owner of a chapter. The organization of the Working Group is shown at **Appendix A**.
3. Under the Working Group, there are 9 Working Subgroups to handle the 9 chapters. Each Chapter Owner chairs a Working Subgroup with the Secretary from the same department and other members from different departments. The composition of all the 9 Working Subgroups is shown at **Appendix B**.
4. The Chapter Owners had comprehensively reviewed the nine chapters in the period from May 2005 to May 2006. The current chapters posted on the CEDD website would serve as a platform for continuous updating by incorporating amendments initiated by the Chapter Owners and issued by CEDD.
5. As agreed by the Working Group, comprehensive review of all chapters would be completed every two years. The methodology of issuing amendments and carrying out comprehensive review is shown on a flow chart at **Appendix C**. The methodology of dealing with amendment request by the Working Group on Associated Documents for the Full Implementation of NEC Form of Contract (WGNEC) is shown on a flow chart at **Appendix D**.
6. It should be stressed that it is the responsibility of each Chapter Owner to review and initiate amendments from time to time to cope with the issue of policy guidelines/ request from bureaux and departments concerned. The Chapter Owner should: -
  - ◆ Initiate draft amendments and seek endorsement within the Working Subgroup and the relevant bureaux wherever necessary so that the Secretary of the Working Group for Reviewing and Updating the PAH can arrange the issue of the amendments and post the amendments on the CEDD website; and
  - ◆ Complete the comprehensive review of the chapter under his control every two years after July 2006.
  - ◆ Update the contact list at **Appendix B** quarterly for better communication.
7. The Chapter Owner should refer to DEVB's Paper No. WPCC/021 "Subsumption of Technical Circulars under Handbooks" and note that Works Branch (WB) of Development Bureau (DEVB) would be responsible for updating the parts of the

	<b>Civil Engineering and Development Department</b>	
	Title:	General Guidelines for Management of the Project Administration Handbook for Civil Engineering Works (PAH) by Relevant Chapter Owners

PAH subsumed from technical circulars (TCs) and WB's circular memoranda, which should not be revised by the Chapter Owner.

8. In accordance with the requirements in paragraph 7 of DEVB's Paper No. WPCC/021, the parts of the PAH that come from TCs or WB's circular memoranda would be distinguished from the rest of the PAH.

**Organization of the  
Working Group for Reviewing and Updating PAH**

<b>Chairman of Working Group for Reviewing and Updating PAH:</b>  Dr. KWAN Shun Hang, AD(T), CEDD	
<b>Secretary of Working Group for Reviewing and Updating PAH:</b>  Mr TSANG Yat Nam, Roy, TS/HQ (Atg.), CEDD	
The following are Members of the Working Group.  Each Member is the Chapter Owner who chairs a Working Subgroup to revise a chapter.	
Owner of Chapter 1	Mr. LEUNG Siu Kau, Kelvin, CE/PM , WSD
Owner of Chapter 2	Ms. CHAN Mun Ming, Maggie, TS1, HQ, DSD
Owner of Chapter 3	Mr. LAM Chung Yin, Samson, CE/W1, WDO, CEDD
Owner of Chapter 4	Mr. HO Kwok Fai, Godfrey, CE/Design, WSD
Owner of Chapter 5	Ms. YUNG Chi Wai, Esther, CE/LW, CEDD
Owner of Chapter 6	Ms. PUN Siu Kit, Suki, CE/SP, DSD
Owner of Chapter 7	Mr. LEUNG Chi Hung, Simon, CE4/MW, MWPMO, HyD
Owner of Chapter 8	Ms. LEUNG Cheuk Lam, Shirley, CHE/K, UR, HyD
Owner of Chapter 9	Mr TSANG Yat Nam, Roy, TS/ HQ (Atg.), CEDD

**Composition of the Working Subgroup for Reviewing and Updating Each Chapter of the PAH**

<b>Working Subgroup for Reviewing and Updating Chapter 1 (Project Planning) of PAH</b> <b>Responsible Department: Water Supplies Department</b>					
<b>No.</b>	<b>Post</b>	<b>Department</b>	<b>Name</b>	<b>Telephone</b>	<b>E-mail address</b>
1.	Chief Engineer/ Project Management (Chairman)	Water Supplies Department	Mr. LEUNG Siu Kau, Kelvin	2829 5655	Kelvin SK LEUNG/WSD <kelvin_sk_leung@wsd.gov.hk> &WSD/CE_PM@WSD
2.	Senior Engineer/Cost Estimate (Secretary)	Water Supplies Department	Ms. KWAN Molly	2829 5637	Molly KWAN/WSD <molly_kwan@wsd.gov.hk>
3.	Senior Engineer/Planning (SD) 1	Water Supplies Department	Mr. LAU Chun Yuen	2152 5739	CY LAU/WSD <cy_lau@wsd.gov.hk>
4.	Senior District Engineer/Hong Kong East & South, Urban Region	Highways Department	Mr. YUE Ping To	2231 5622	Derek PT YUE/HYD <sdehes.u@hyd.gov.hk>
5.	Senior Engineer/4, Land Works Division	Civil Engineering and Development Department	Mr. WONG Chi Leung	2762 5628	CHI LEUNG WONG/CEDD <clwong@cedd.gov.hk>
6.	Senior Engineer/Drainage System Planning, Land Drainage Division	Drainage Services Department	Ms. YIP Pui Kei, Maggie	2300 1256	Maggie Pui Kei YIP/LDD/DSD <maggieyip@dspd.gov.hk>

<b>Working Subgroup for Reviewing and Updating Chapter 2 (Project Approval) of PAH</b> <b>Responsible Department: Drainage Services Department</b>					
<b>No.</b>	<b>Post</b>	<b>Department</b>	<b>Name</b>	<b>Telephone</b>	<b>LN or E-mail address</b>
1.	Technical Secretary 1, Headquarters (Chairman)	Drainage Services Department	Ms. CHAN Mun Ming, Maggie	2594 7018	Maggie Mun Ming CHAN/HQS/DSD <mmchan02@dsd.gov.hk>&DSD/HQ /TS1
2.	Engineer/Technical 2 (Secretary)	Drainage Services Department	Ms. WONG Lai Man, Renee	2594 7101	Renee Lai Man WONG/HQS/DSD <lmwong03@dsd.gov.hk>
3.	Senior Engineer/Public Works Programme	Water Supplies Department	Ms. HO Tai Yan, Angela	2829 4493	Angela TY HO/WSD <angela_ty_ho@wsd.gov.hk>
4.	Senior Engineer/Planning, Headquarters	Highways Department	Mr. LAU Wai Leung	2762 3309	Wai Leung LAU/HYD <sep.tau@hyd.gov.hk>
5.	Senior Engineer/Planning 2, Headquarters	Civil Engineering and Development Department	Ms. TONG Yee Mei, Angela	2762 5078	ANGELA YEE MEI TONG/CEDD <aymtong@cedd.gov.hk>

<b>Working Subgroup for Reviewing and Updating Chapter 3 (Land Matters) of PAH</b> <b>Responsible Department: Civil Engineering and Development Department</b>					
<b>No.</b>	<b>Post</b>	<b>Department</b>	<b>Name</b>	<b>Telephone</b>	<b>LN or E-mail address</b>
1.	Chief Engineer/W1, West Development Office (Chairman)	Civil Engineering and Development Department	Mr. LAM Chung Yin, Samson	2158 5612	SAMSON CHUNG YIN LAM/CEDD <scylam@cedd.gov.hk> &CEDD/CE_W1_WDO
2.	Senior Engineer/ 4(W), West Development Office (Secretary)	Civil Engineering and Development Department	Mr. HO Hei Ming, Bryan	2158 5619	BRYAN HEI MING HO/CEDD <bryanhmho@cedd.gov.hk>
3.	Senior Engineer/ CM1, Consultants Management Division	Drainage Services Department	Mr. CHAN Sing Yung	2594 7158	Sing Yung CHAN/CMD/DSD <sychan03@dsd.gov.hk>
4.	Senior Engineer/Technical Secretary, New Territories Region	Highways Department	Ms. CHAN Wai Yee	2762 3952	Wai Yee CHAN/HYD <sets.nt@hyd.gov.hk>
5.	Senior Engineer/Design 4, Design Division	Water Supplies Department	Mr. CHUNG Hon Wai, Thomas	2829 4470	Thomas HW CHUNG/WSD <thomas_hw_chung@wsd.gov.hk>

<b>Working Subgroup for Reviewing and Updating Chapter 4 (Project Design &amp; Estimates) of PAH</b> <b>Responsible Department: Water Supplies Department</b>					
<b>No.</b>	<b>Post</b>	<b>Department</b>	<b>Name</b>	<b>Telephone</b>	<b>LN or E-mail address</b>
1.	Chief Engineer/Design (Chairman)	Water Supplies Department	Mr. HO Kwok Fai, Godfrey	2829 4353	Godfrey KF HO/WSD <godfrey_kf_ho@wsd.gov.hk> &WSD/CE_Des
2.	Senior Engineer/Design 4 (Secretary)	Water Supplies Department	Mr. CHUNG Hon Wai Thomas	2829 4470	Thomas HW CHUNG/WSD <thomas_hw_chung@wsd.gov.hk>
3.	Senior Engineer 11/W, Works Division	Highways Department	Ms LEE Wing Chee, Joyce	3903 6663	Joyce WC LEE/HYD <se11.wd@hyd.gov.hk> &HYD/WD/SE11/W
4.	Senior Engineer/Drainage Projects 1, Drainage Projects Division	Drainage Services Department	Mr. NG Tin Chi, Ivan	2594 7402	Ivan Tin Chi NG/DPD/DSD <tcng02@dsd.gov.hk>
5.	Senior Engineer/7, Land Works Division	Civil Engineering and Development Department	Ms. LO Shuet Yee, Zoe	2762 5665	SHUET YEE LO/CEDD <sylo@cedd.gov.hk>

<b>Working Subgroup for Reviewing and Updating Chapter 5 (Contract Documents) of PAH</b> <b>Responsible Department: Civil Engineering and Development Department</b>					
<b>No.</b>	<b>Post</b>	<b>Department</b>	<b>Name</b>	<b>Telephone</b>	<b>LN or E-mail address</b>
1.	Chief Engineer/Land Works, CEO (Chairman)	Civil Engineering and Development Department	Ms. YUNG Chi Wai, Esther	2762 5620	ESTHER CHI WAI YUNG/CEDD <esthercwyung@cedd.gov.hk>&CE DD/CE_LWD
2.	Senior Engineer/5, Land Works Division (Secretary)	Civil Engineering and Development Department	Mr. CHAN Tak Hong, Eric	2762 5623	ERIC TAK HONG CHAN/CEDD <ericthchan@cedd.gov.hk>
3.	Senior Engineer/Contract Adviser (3), Headquarters	Civil Engineering and Development Department	Mr. LEUNG Chiu Keung, Kenneth	2762 5483	CHIU KEUNG LEUNG/CEDD <chiukeungleung@cedd.gov.hk>
4.	Senior Engineer/Contract Advisor 1	Drainage Services Department	Mr. TSE Cheuk, Derek	2594 7122	Derek Cheuk TSE/HQS/DSD <ctse@dsd.gov.hk>
5.	Engineer/Contract Adviser I, Headquarters	Highways Department	Mr. WUN Yu-man	2762 3360	Yu Man WUN/HYD <eca1.tau@hyd.gov.hk>
6.	Senior Engineer/Contract Adviser	Water Supplies Department	Mr. CHAU Yun Cheung	2829 5603	YC CHAU/WSD <yc_chau@wsd.gov.hk> &WSD/SE_CA



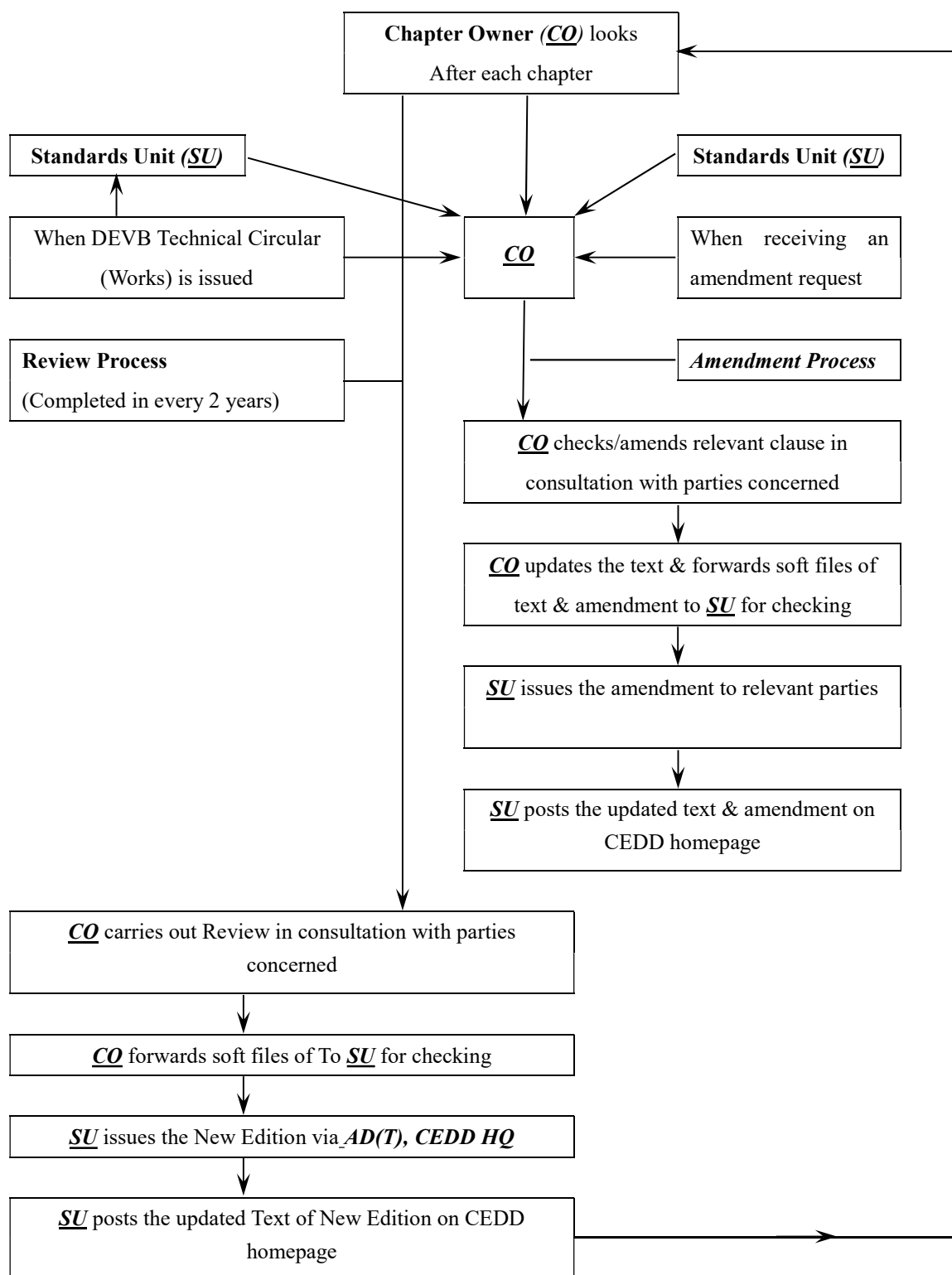
<b>Working Subgroup for Reviewing and Updating Chapter 6 (Tender Procedures) of PAH</b> <b>Responsible Department: Drainage Services Department</b>					
<b>No.</b>	<b>Post</b>	<b>Department</b>	<b>Name</b>	<b>Telephone</b>	<b>LN or E-mail address</b>
1.	Chief Engineer/Sewerage Projects (Chairman)	Drainage Services Department	Ms. PUN Siu Kit, Suki	2594 7500	Suki Siu Kit PUN/SPD/DSD <sukipun@dsd.gov.hk> &DSD/SP/CE
2.	Senior Engineer/Sewerage Projects 3 (Secretary)	Drainage Services Department	Mr. CHUNG Ching Hong, Romeo	2594 7585	Romeo Ching Hong CHUNG/SPD/DSD <chchung@dsd.gov.hk>
3.	Senior Engineer/Contract Advisor 1	Drainage Services Department	Mr. TSE Cheuk, Derek	2594 7122	Derek Cheuk TSE/HQS/DSD <ctse@dsd.gov.hk>
4.	Senior Engineer/ Contract Adviser II, Headquarters	Highways Department	Mr. SHAM Wai Hau, Two	2762 3535	Two WH SHAM/HYD <seca2.tau@hyd.gov.hk>
5.	Senior Engineer/Design 4	Water Supplies Department	Mr. CHUNG Hon Wai, Thomas	2829 4470	Thomas HW CHUNG/WSD <thomas_hw_chung@wsd.gov.hk>
6.	Senior Engineer / Contract Adviser (2), HQ	Civil Engineering and Development Department	Mr. LIN Wing Kit, Tony	2760 5887	TONY WING KIT LIN/CEDD <twklin@cedd.gov.hk>

<b>Working Subgroup for Reviewing and Updating Chapter 7 (Contract Management) of PAH</b> <b>Responsible Department: Highways Department</b>					
<b>No.</b>	<b>Post</b>	<b>Department</b>	<b>Name</b>	<b>Telephone</b>	<b>LN or E-mail address</b>
1.	Chief Engineer 4/Major Works, Major Works Project Management Office (Chairman)	Highways Department	Mr. LEUNG Chi Hung, Simon	2762 3503	Simon CH LEUNG/HYD <ce4.mw@hyd.gov.hk> &HYD/MW/CE4/MW
2.	Senior Engineer 3/Tsing Yi Lantau Link, MWPMO (Secretary)	Highways Department	Mr. KAM Yuet Wang, Anthony	2762 4132	Anthony YW KAM/HYD <se3tyll.mw@hyd.gov.hk>
3.	Senior Engineer/Contract Advisory, MWPMO	Highways Department	Mr. YIP Ping Lam	2762 3543	PL YIP/HYD <seca.mw@hyd.gov.hk> &HYD/MW/SE/CA
4.	Senior Engineer/Contract Advisor 1	Drainage Services Department	Mr. TSE Cheuk, Derek	2594 7122	Derek Cheuk TSE/HQS/DSD <ctse@dtd.gov.hk>
5.	Senior Engineer/Construction 2	Water Supplies Department	Ms. TSO Yuk Kei, Ruth	2152 5732	Ruth YK TSO/WSD <ruth_yk_tso@wsd.gov.hk> &WSD/SE_C[2]
6.	Senior Engineer/3(E), East Development Office	Civil Engineering and Development Department	Mr. LI Chi Kwok, Eric	3842 7098	CHI-KWOK LI/CEDD <chikli@cedd.gov.hk>

<b>Working Subgroup for Reviewing and Updating Chapter 8 (Term Contract Works) of PAH</b> <b>Responsible Department: Highways Department</b>					
<b>No.</b>	<b>Post</b>	<b>Department</b>	<b>Name</b>	<b>Telephone</b>	<b>LN or E-mail address</b>
1.	Chief Highway Engineer/Kowloon (Chairman)	Highways Department	Ms. LEUNG Cheuk Lam, Shirley	2707 7202	Shirley CL LEUNG/HYD <chek.u@hyd.gov.hk>&HYD/Urban/ CHE/K
2.	Senior Engineer/Technical Services, Urban Region (Secretary)	Highways Department	Mr. CHONG Chiu Ming	3741 2856	Chiu Ming CHONG/HYD <sets.u@hyd.gov.hk>
3.	Senior Engineer/Mainland South 6, Mainland South Division	Drainage Services Department	Mr. LEUNG Wing Tak	2300 1582	David Wing Tak LEUNG/MSD/DSD <wtleung03@dsd.gov.hk>
4.	Senior Engineer/Construction (3)	Water Supplies Department	Mr. KU Kwok Pun	2152 5733	KP KU/WSD <kp_ku@wsd.gov.hk>
5.	Senior Engineer/Maintenance 1, Port Works Division	Civil Engineering and Development Department	Mr. LEE Chi Kin, Clive	2762 5068	CLIVE CHI KIN LEE/CEDD <clivecklee@cedd.gov.hk>

<b>Working Subgroup for Reviewing and Updating Chapter 9 (Measurement Procedure) of PAH</b> <b>Responsible Department: Civil Engineering and Development Department</b>					
<b>No.</b>	<b>Post</b>	<b>Department</b>	<b>Name</b>	<b>Telephone</b>	<b>LN or E-mail address</b>
1.	Technical Secretary, HQ (Chairman)	Civil Engineering and Development Department	Mr. TSANG Yat Nam, Roy	2762 5460	YAT NAM TSANG/CEDD <yntsang@cedd.gov.hk> &CEDD/TS_HQ_TSU
2	Engineer/ Technical 2, HQ (Secretary)	Civil Engineering and Development Department	Mr. TSE Chun Kit, Woody	3758 3520	CHUN KIT TSE/CEDD <cktse1@cedd.gov.hk> &CEDD/E_TECH2_TSU
3.	Senior Engineer/Contract Advisor 1	Drainage Services Department	Mr. TSE Cheuk, Derek	2594 7122	Derek Cheuk TSE/HQS/DSD <ctse@dsd.gov.hk>
4.	Senior Engineer/Technical Secretary, New Territories Region	Highways Department	Ms CHAN Wai Yee	2762 3952	Wai Yee CHAN/HYD <sets.nt@hyd.gov.hk>
5.	Senior Engineer/Construction 4	Water Supplies Department	Mr. YEUNG Wing Lok	2152 5734	Sunny WL YEUNG/WSD <sunny_wl_yeung@wsd.gov.hk>
6.	Senior Engineer/Contract Adviser (1), HQ	Civil Engineering and Development Department	Mr. YIP Wai Ho, Angus	2762 5021	ANGUS WAI HO YIP/CEDD <whyip1@cedd.gov.hk> &CEDD/SE_CA1_CAU

**Flow Chart on Electronic Reviewing and Updating PAH by the Chapter Owners**



**Flow Chart on Electronic Reviewing and Updating PAH by the Chapter Owners  
Upon the Amendment Request by the Working Group on Associated Documents  
for the Full Implementation of NEC Form of Contract (WGNEC)**

