

	Civil Engineering and Development Department	
	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

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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**

Chairman of Working Group for Reviewing and Updating PAH: Mr. HUI Hoi Hon, Thomas, AD(T), CEDD	
Secretary of Working Group for Reviewing and Updating PAH: Mr. TSE Kin Hon, Galen, TS/HQ, 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	Mr. WONG Chi Yung, 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. TSE Kin Hon, Galen, TS/ HQ , CEDD

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

Working Subgroup for Reviewing and Updating Chapter 1 (Project Planning) of PAH Responsible Department: Water Supplies Department					
No.	Post	Department	Name	Telephone	E-mail address
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	Ms. YEUNG Shuk Ping, Sharon	2231 5622	Sharon SP YEUNG/HYD <sharon.sp.yeung@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	3965 7455	Maggie Pui Kei YIP/LDD/DSD <maggieyip@dsd.gov.hk>

Working Subgroup for Reviewing and Updating Chapter 2 (Project Approval) of PAH Responsible Department: Drainage Services Department					
No.	Post	Department	Name	Telephone	LN or E-mail address
1.	Technical Secretary 1, Headquarters (Chairman)	Drainage Services Department	Ms. CHAN Mun Ming, Maggie	3965 8144	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	3965 8153	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>

Working Subgroup for Reviewing and Updating Chapter 3 (Land Matters) of PAH
Responsible Department: Civil Engineering and Development Department

No.	Post	Department	Name	Telephone	LN or E-mail address
1.	Chief Engineer/W1, West Development Office (Chairman)	Civil Engineering and Development Department	Vacant (Duties shared by HU Yue Ming, Alan (Sr Engr/16 (W)) and LUK Ka Wing (Sr Engr/25 (W))	2158 5612	&CEDD/CE_W1_WDO
2.	Senior Engineer/ 4(W), West Development Office (Secretary)	Civil Engineering and Development Department	Vacant (Duties shared by CHENG Pak Wing, Kenneth (Sr Engr/18 (W)) and KWOK Sin Hang, Kenny (Sr Engr/20 (W))	2158 5632	
3.	Senior Engineer/ CM1, Consultants Management Division	Drainage Services Department	Mr. CHAN Sing Yung	3965 8214	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	Ms. LEE Che Ying	2829 4470	Emily CY LEE/WSD <emily_cy_lee@wsd.gov.hk>

Working Subgroup for Reviewing and Updating Chapter 4 (Project Design & Estimates) of PAH Responsible Department: Water Supplies Department					
No.	Post	Department	Name	Telephone	LN or E-mail address
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 5 (Secretary)	Water Supplies Department	Mr. CHIU Chung Ming, Aletta	3188 3371	Aletta CM CHIU/WSD <aletta_cm_chiu@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	3965 8293	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>

Working Subgroup for Reviewing and Updating Chapter 5 (Contract Documents) of PAH Responsible Department: Civil Engineering and Development Department					
No.	Post	Department	Name	Telephone	LN or E-mail address
1.	Chief Engineer/Land Works, CEO (Chairman)	Civil Engineering and Development Department	Mr. WONG Chi Yung	2762 5620	CHI YUNG WONG/CEDD <chywong@cedd.gov.hk>&CEDD/C E_LWD
2.	Senior Engineer/7, Land Works Division (Secretary)	Civil Engineering and Development Department	Ms. LO Shuet Yee, Zoe	2762 5665	SHUET YEE LO/CEDD <sylo@cedd.gov.hk> &CEDD/SE_7_LWD
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	3965 8096	Derek Cheuk TSE/HQS/DSD <ctse@dsd.gov.hk>
5.	Engineer/Contract Adviser I, Headquarters	Highways Department	Mr. WUN YuMan	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

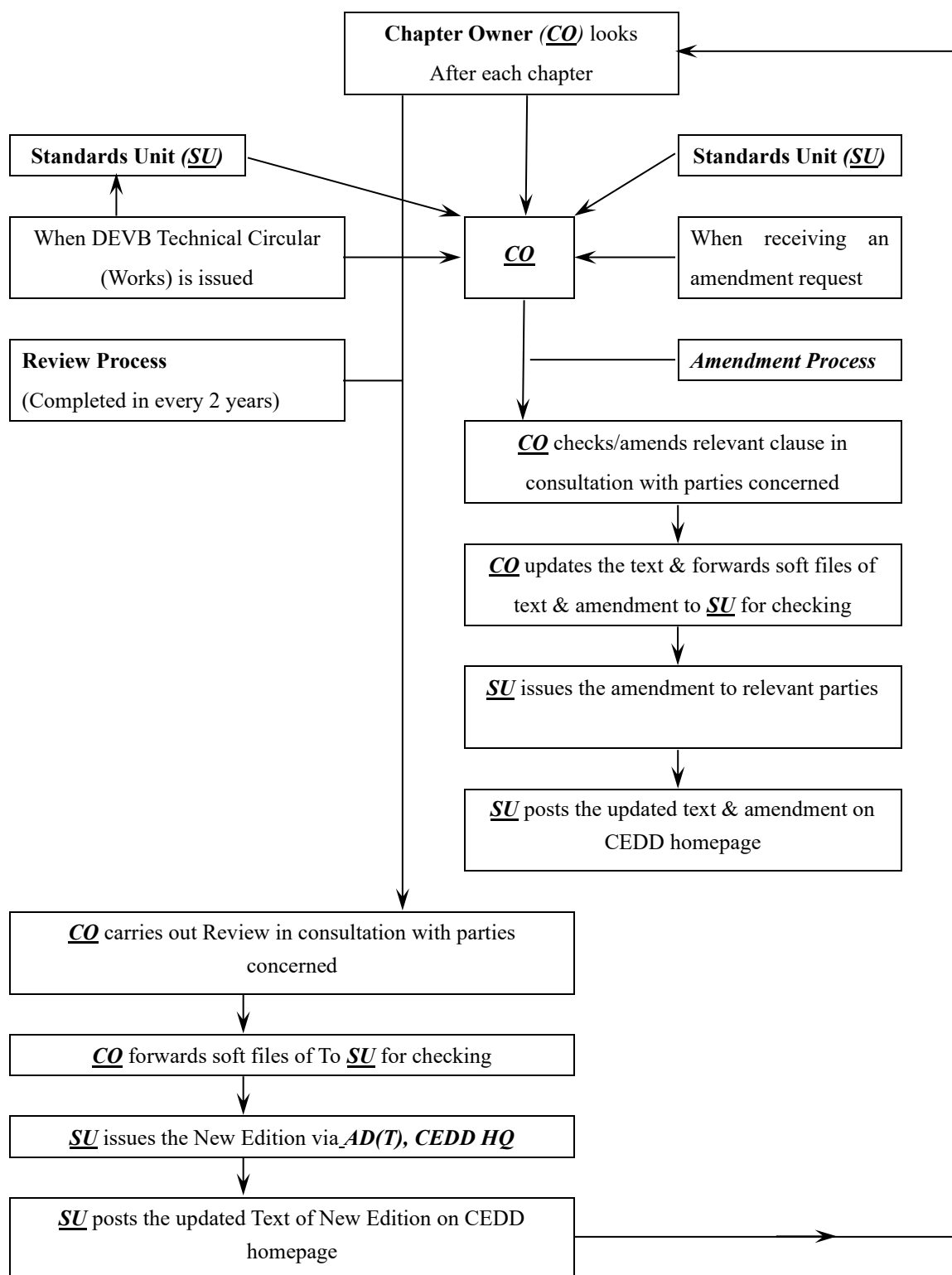
Working Subgroup for Reviewing and Updating Chapter 6 (Tender Procedures) of PAH Responsible Department: Drainage Services Department					
No.	Post	Department	Name	Telephone	LN or E-mail address
1.	Chief Engineer/Sewerage Projects (Chairman)	Drainage Services Department	Ms. PUN Siu Kit, Suki	3965 8510	Suki Siu Kit PUN/SPD/DSD <sukipun@dsd.gov.hk> &DSD/SP/CE
2.	Senior Engineer/Sewerage Projects 3 (Secretary)	Drainage Services Department	Ms. LI Yeuk Sze, Candy	3965 8519	Candy Yeuk Sze LI/SPD/DSD <candyysli@dsd.gov.hk>
3.	Senior Engineer/Contract Advisor 1	Drainage Services Department	Mr. TSE Cheuk, Derek	3965 8096	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	Ms. LEE Che Ying	2829 4470	Emily CY LEE/WSD <emily_cy_lee@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>

Working Subgroup for Reviewing and Updating Chapter 7 (Contract Management) of PAH Responsible Department: Highways Department					
No.	Post	Department	Name	Telephone	LN or E-mail address
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.	Engineer 5/ Route 11, MWPMO (Secretary)	Highways Department	Ms. TSANG Yuen Ying	2762 4227	Yuen Ying TSANG/HYD <yuen.ying.tsang@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	3965 8096	Derek Cheuk TSE/HQS/DSD <ctse@dsd.gov.hk>
5.	Senior Engineer/Construction 2	Water Supplies Department	Mr. CHAN Chung Yeung	2152 5732	Stanley Chung-Yeung CHAN/WSD <stanley_chung_yeung_chan@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>

Working Subgroup for Reviewing and Updating Chapter 8 (Term Contract Works) of PAH Responsible Department: Highways Department					
No.	Post	Department	Name	Telephone	LN or E-mail address
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	2707 7433	Chiu Ming CHONG/HYD <sets.u@hyd.gov.hk>
3.	Senior Engineer/Mainland South 6, Mainland South Division	Drainage Services Department	Mr. WONG Man Wang	3965 7312	Wilson Man Wang WONG/MSD/DSD <mwwong03@dsd.gov.hk>
4.	Senior Engineer/Construction (3)	Water Supplies Department	Mr. CHUNG Hon Wai, Thomas	2152 5733	Thomas HW CHUNG/WSD <thomas_hw_chung@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>

Working Subgroup for Reviewing and Updating Chapter 9 (Measurement Procedure) of PAH Responsible Department: Civil Engineering and Development Department					
No.	Post	Department	Name	Telephone	LN or E-mail address
1.	Technical Secretary, HQ (Chairman)	Civil Engineering and Development Department	Mr. TSE Kin Hon, Galen	2762 5081	KIN HON TSE/CEDD <khtse@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	3965 8096	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)**

