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

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

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: Dr. KWAN Shun Hang, AD(T), CEDD	
Secretary of Working Group for Reviewing and Updating PAH: Miss LAU Kwok Yin, SE/TiS, 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	Miss WONG Nam Ping, Melody, CE/PM, WSD
Owner of Chapter 2	Mr. CHEUNG William, TS1, HQ, DSD
Owner of Chapter 3	Mr. NG Kam Leung, Julian, CE/W1, WDO, CEDD
Owner of Chapter 4	Mr. LEUNG Chi Hung, Simon, CE/Design, WSD
Owner of Chapter 5	Ms. LAW Po Yee, Annie, CE/LW, CEDD
Owner of Chapter 6	Mr. YIP Tat Ming, Ben, CE/SP, DSD
Owner of Chapter 7	Mr. TSANG Chung Man, Alex, CE4/MW, MWPMO, HyD
Owner of Chapter 8	Mr. PONG Fung Kei, Franky, CHE/K, UR, HyD
Owner of Chapter 9	Miss LAU Kwok Yin, SE/TiS, 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	LN or E-mail address
1.	Chief Engineer/ Project Management (Chairman)	Water Supplies Department	Miss WONG Nam Ping, Melody	2829 5655	melody_np_wong@wsd.gov.hk Melody NP WONG/WSD/HKSARG
2.	Senior Engineer/ Project Management (1) (Secretary)	Water Supplies Department	Mr. LIU Wai Hung, Thomas	2829 5633	thomas_wh_liu@wsd.gov.hk Thomas WH LIU/WSD/HKSARG@WSD
3.	Senior Engineer/Planning (+) <u>(SD) 1</u>	Water Supplies Department	Mr. WONG Fuk Hing <u>LEE Cho Yin, Jason</u>	2152- 5756 <u>5739</u>	simon_fh_wong@wsd.gov.hk <u>Jason_cy_lee@wsd.gov.hk</u> Simon FH WONG/WSD/HKSARG, <u>Jason CY LEE/WSD/HKSARG</u>
4.	Senior District Engineer/Hong Kong East & South, Urban Region	Highways Department	Mr. YUE Ping To	2231 5622	sdehes.u@hyd.gov.hk Derek PT YUE/HYD/HKSARG
5.	Senior Engineer/7, Land Works Division	Civil Engineering and Development Department	Mr. WONG Chi Hang, Jacky	2762 5513	chwong1@cedd.gov.hk CHI HANG WONG/CEDD/HKSARG
6.	Senior Engineer/Drainage System Planning, Land Drainage Division	Drainage Services Department	Mr. MA Sen Ching	2300 1256	scma02@dsd.gov.hk Sen Ching MA/DSD/HKSARG

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	Mr. CHEUNG William	2594 7018	wcheung@dsd.gov.hk &DSD/HQ/TS1
2.	Engineer/Technical 2 (Secretary)	Drainage Services Department	Mr. TY Kieh Sheng, Raymond	2594 7101	kiehshengty@dsd.gov.hk Kieh Sheng TY/HQS/DSD/HKSARG
3.	Senior Engineer/Public Works Programme	Water Supplies Department	Ms. HO Tai Yan, Angela	2829 4493	angela_ty_ho@wsd.gov.hk Angela TY HO/WSD/HKSARG
4.	Senior Engineer/Planning, Headquarters	Highways Department	Mr. LAU Wai Leung	2762 3309	sep.tau@hyd.gov.hk Wai Leung LAU/HYD/HKSARG
5.	Senior Engineer/Planning 2, Headquarters	Civil Engineering and Development Department	Ms. TONG Yee Mei, Angela	2762 5078	aymtong@cedd.gov.hk ANGELA YEE MEI TONG/CEDD/HKSARG

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	Mr. NG Kam Leung, Julian	2158 5612	julianklng@cedd.gov.hk JULIAN KL NG/CEDD/HKSARG
2.	Senior Engineer/ 12(W) 4(W), West Development Office (Secretary)	Civil Engineering and Development Department	Ms NG Yuen Yan, Odilia Mr KWOK Sin Hang, Kenny	3549 5585 2158 5637	yuenyanng@cedd.gov.hk shkwok@cedd.gov.hk YUEN YAN NG/CEDD/HKSARG KENNY SIN HANG KWOK/CEDD/HKSARG
3.	Senior Engineer/ CM1, Consultants Management Division	Drainage Services Department	Mr. CHAN Sing Yung	2594 7158	sychan03@dsd.gov.hk Sing Yung CHAN/CMD/DSD/HKSARG
4.	Senior Engineer/Technical Secretary, New Territories Region	Highways Department	Ms CHAN Wai Yee	2762 3952	sets.nt@hyd.gov.hk Wai Yee CHAN/HYD/HKSARG
5.	Senior Engineer/BIM, Design Division	Water Supplies Department	Mr. WAN Wai Yin	3101 9263	wy_wan@wsd.gov.hk &WSD/SE_BIM

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. LEUNG Chi Hung, Simon	2829 4353	simon_ch_leung@wsd.gov.hk &WSD/CE_Des,
2.	Senior Engineer/BIM, Design Division (Secretary)	Water Supplies Department	Mr. WAN Wai Yin	3101 9263	wy_wan@wsd.gov.hk &WSD/SE_BIM
3.	Senior Engineer 11/W, Works Division	Highways Department	Ms LEE Wing Chee, Joyce	3903 6663	se11.wd@hyd.gov.hk &HYD/WD/SE11/W,
4.	Senior Engineer/Drainage Projects 1, Drainage Projects Division	Drainage Services Department	Ms. YUEN Pui Shan, Priscilla	2594 7401	psyuen@dsd.gov.hk Priscilla PS YUEN/DPD/DSD/HKSARG
5.	Senior Engineer/7, Land Works Division	Civil Engineering and Development Department	Mr. WONG Chi Hang, Jacky	2762 5504	chwong1@cedd.gov.hk CHI HANG WONG/CEDD/HKSARG

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	Ms. LAW Po Yee, Annie	2762 5620	pylaw@cedd.gov.hk ANNIE PO YEE LAW/CEDD/HKSARG
2.	Senior Engineer/5, Land Works Division (Secretary)	Civil Engineering and Development Department	Mr. CHAN Tak Hong, Eric	2762 5623	ericthchan@cedd.gov.hk ERIC TAK HONG CHAN/CEDD/HKSARG
3.	Senior Engineer/Contract Adviser (3), Headquarters	Civil Engineering and Development Department	Mr. LEUNG Chiu Keung, Kenneth	2762 5483	chiukeungleung@cedd.gov.hk BENNY JI CHIAN HAN/CEDD/HKSARG
4.	Senior Engineer/Contract Advisor 1	Drainage Services Department	Mr. TSE Cheuk, Derek	2594 7122	ctse@dsd.gov.hk C TSE/HQS/DSD/HKSARG
5.	Senior Engineer/Contract Adviser I, Headquarters	Highways Department	Ms. LAI Wai Man, Iman	2762 3310	seca1.tau@hyd.gov.hk Iman WM LAI/HYD/HKSARG
6.	Senior Engineer/Contract Adviser	Water Supplies Department	Mr. CHAU Yun Cheung	2829 5603	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	Mr. Yip Tat Ming, Ben	2594 7500	tmyip@dsd.gov.hk TMYIP/SPD/DSD/HKSARG
2.	Senior Engineer/Sewerage Projects 3 (Secretary)	Drainage Services Department	Mr. CHUNG Ching Hong, Romeo	2594 7585	chchung@dsd.gov.hk CH CHUNG/SPD/DSD/HKSARG
3.	Senior Engineer/Contract Advisor 1	Drainage Services Department	Mr. TSE Cheuk, Derek	2594 7122	ctse@dsd.gov.hk C TSE/HQS/DSD/HKSARG
4.	Senior Engineer/ Contract Adviser II, Headquarters	Highways Department	Mr. SHAM Wai Hau, Two	2762 3535	seca2.tau@hyd.gov.hk Two WH SHAM/HYD/HKSARG
5.	Senior Engineer/BIM, Design Division	Water Supplies Department	Mr. WAN Wai Yin	3101 9263	wy_wan@wsd.gov.hk &WSD/SE_BIM
6.	Senior Engineer / Contract Adviser (2), HQ	Civil Engineering and Development Department	Mr. CHENG Chuen Ho, Jerry	2762 5887	chcheng@cedd.gov.hk CHUEN HO CHENG/CEDD/HKSARG

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. TSANG Chung Man, Alex	2762 3503	ce4.mw@hyd.gov.hk &HYD/MW/CE4/MW
2.	Engineer 7/Route 11, MWPMO (Secretary)	Highways Department	Mr. KWAN Chun To, Gary	2762 3680	e7r11.mw@hyd.gov.hk &HYD/MW/E7/R11
3.	Senior Engineer/Contract Advisory, MWPMO	Highways Department	Mr. YIP Ping Lam	2762 3543	seca.mw@hyd.gov.hk &HYD/MW/SE/CA
4.	Senior Engineer/Contract Advisor 1	Drainage Services Department	Mr. TSE Cheuk, Derek	2594 7122	ctse@dsd.gov.hk C TSE/HQS/DSD/HKSARG
5.	Senior Engineer/Construction 2	Water Supplies Department	Ms. TSO Yuk Kei, Ruth	2152 5732	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	chikli@cedd.gov.hk CHI-KWOK LI/CEDD/HKSARG

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	Mr. PONG Fung Kei, Franky	2707 7202	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	sets.u@hyd.gov.hk Chiu Ming CHONG/HYD/HKSARG
3.	Senior Engineer/Mainland South 6, Mainland South Division	Drainage Services Department	Mr. MOK Cheuk Wah, Francis	2300 1307	fcwmok@dsd.gov.hk Francis Cheuk Wah MOK/DSD/HKSARG
4.	Senior Engineer/Construction (3)	Water Supplies Department	Mr. KU Kwok Pun	2152 5733	kp_ku@wsd.gov.hk KP KU/WSD/HKSARG
5.	Senior Engineer/Maintenance 1, Port Works Division	Civil Engineering and Development Department	Mr. LEE Chi Kin, Clive	2762 5068	cliveklee@cedd.gov.hk CLIVE CHI KIN LEE/CEDD/HKSARG

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.	Senior Engineer/ Tech-innovation and Standards, HQ (Chairman)	Civil Engineering and Development Department	Miss LAU Kwok Yin, Wendy	2762 5081	wendykylau@cedd.gov.hk WENDY KWOK YIN LAU/CEDD/HKSARG
2	Engineer/ Tech-innovation and Standards (4), HQ (Secretary)	Civil Engineering and Development Department	Ms. KWOK Yuk Fung, Catherine	3758 3430	yfkwok@cedd.gov.hk &CEDD/E_TIS4_TISU
3.	Senior Engineer/Contract Advisor 1	Drainage Services Department	Mr. TSE Cheuk, Derek	2594 7122	ctse@dsd.gov.hk C TSE/HQS/DSD/HKSARG
4.	Senior Engineer/Technical Secretary, New Territories Region	Highways Department	Ms CHAN Wai Yee	2762 3952	sets.nt@hyd.gov.hk Wai Yee CHAN/HYD/HKSARG
5.	Senior Engineer/Construction 4	Water Supplies Department	Mr. YEUNG Wing Lok	2152 5734	sunny_wl_yeung@wsd.gov.hk Sunny WL YEUNG/WSD/HKSARG
6.	Senior Engineer/Contract Adviser (1), HQ	Civil Engineering and Development Department	Mr. FU Wang Kit, Thomas	2762 5021	thomaswkfu@cedd.gov.hk THOMAS WANG KIT FU/CEDD/HKSARG

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

