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|  | 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

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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.

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.

APPENDIX A

Organization of the Working Group for Reviewing and Updating PAH

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| 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/QM&S, 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 Melody WONG Nam Ping, CE/PM, WSD |
| Owner of Chapter 2 | Ms. SHING Ne Chi, TS1, HQ, DSD |
| Owner of Chapter 3 | Mr. NG Kam Leung, CE/W1, WDO, CEDD |
| Owner of Chapter 4 | Mr. CHAN Chi Yuen, CE/Design, WSD |
| Owner of Chapter 5 | Ms. LAW Po Yee, CE/LW, CEDD |
| Owner of Chapter 6 | Mr. YIP Tat Ming, CE/SP, DSD |
| Owner of Chapter 7 | Mr. WOO Kwong Po, CE4/MW, MWPMO, HyD |
| Owner of Chapter 8 | Mr. KWAN Wing Hong, CHE/K, UR, HyD |
| Owner of Chapter 9 | Miss LAU Kwok Yin, SE/QM&S, HQ, CEDD |

APPENDIX B**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. WAN Cheuk Keung | 2829 5633 | ian_ck_wan@wsd.gov.hk Ian CK WAN/WSD/HKSARG |
| 3. | Senior Engineer/Planning (1) | Water Supplies Department | Mr. WONG Kwok Chuen | 2152 5756 | kwok_chuen_wong@wsd.gov.hk Kwok-Chuen WONG/WSD/HKSAR |
| 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 | Ms. SHING Ne Chi, Alice | 2594 7018 | alicencshing@dsd.gov.hk Alice NC SHING/DSD/HKSARG |
| 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), West Development Office (Secretary) | Civil Engineering and Development Department | Ms NG Yuen Yan, Odilia | 2158 5628 | yuenyanng@cedd.gov.hk YUEN YAN NG/CEDD/HKSARG |
| 3. | Senior Engineer/ CM1, Consultants Management Division | Drainage Services Department | Mr. CHAN Sing Yung | 2594 7158 | sychan03@dss.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/Design (Standard), Design Division | Water Supplies Department | Mr. WONG Man Kei, David | 3580 1076 | david_mk_wong@wsd.gov.hk DAVID MK WONG/WSD/HKSARG |

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. CHAN Chi Yuen | 2829 4353 | stanley_cy_chan@wsd.gov.hk Stanley CY CHAN/WSD/HKSARG |
| 2. | Senior Engineer/Design (Standard), Design Division (Secretary) | Water Supplies Department | Mr. WONG Man Kei, David | 3580 1076 | david_mk_wong@wsd.gov.hk DAVID MK WONG/WSD/HKSARG |
| 3. | Senior Engineer/NT3, Works Division | Highways Department | Mr. TSE Mang Hin, Roy | 3903 6828 | sent3.wd@hyd.gov.hk Roy MH TSE/HYD/HKSARG |
| 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 5513 | 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 (Ag.) | 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. ENG Ka Wah | 2829 5603 | kw_eng@wsd.gov.hk KW ENG/WSD/HKSARG |

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 (Ag.) | 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/Design (Standard), Design Division | Water Supplies Department | Mr. WONG Man Kei, David | 3580 1076 | david_mk_wong@wsd.gov.hk DAVID MK WONG/WSD/HKSARG |
| 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. WOO Kwong Po | 2762 3503 | ce4.mw@hyd.gov.hk Ken KP WOO/HYD/HKSARG |
| 2. | Engineer/Lam Tin Elevator System, MWPMO (Secretary) | Highways Department | Mr. CHAN Ying Lok, Simon | 3525 1508 | eltes.mw@hyd.gov.hk Simon YL CHAN/HYD/HKSARG |
| 3. | Senior Engineer/Contract Advisory, MWPMO | Highways Department | Mr. LAM Fu Keung, Joe | 2762 3543 | seca.mw@hyd.gov.hk Joe FK LAM/HYD/HKSARG |
| 4. | Senior Engineer/Contract Advisor 1 (Ag.) | Drainage Services Department | Mr. TSE Cheuk, Derek | 2594 7122 | ctse@dss.gov.hk C TSE/HQS/DSD/HKSARG |
| 5. | Senior Engineer/Construction 2 (Ag.) | Water Supplies Department | Mr. KU Kwok Pun | 2152 5732 | kp_ku@wsd.gov.hk KP KU/WSD/HKSARG |
| 6. | Senior Engineer/3(E), New Territories 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. KWAN Wing Hong | 2707 7202 | chek.u@hyd.gov.hk Wing Hong KWAN/HYD/HKSARG |
| 2. | Senior Engineer/Technical Services, Urban Region (Secretary) | Highways Department | Mr. CHONG Chiu Ming | 2707 7401 | 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/Quality Management & 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/Quality Management & Standards (4), HQ (Secretary) | Civil Engineering and Development Department | Mr. HO Yiu Wa, Charles | 3758 3430 | charlesho@cedd.gov.hk YIU WA HO/CEDD/HKSARG |
| 3. | Senior Engineer/Contract Advisor 1 (Ag.) | Drainage Services Department | Mr. TSE Cheuk, Derek | 2594 7122 | ctse@dss.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 (Ag.) | 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

