
	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

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. LAM Chi Keung <u>NG Kam Leung</u> , CE/W1, WDO, CEDD
Owner of Chapter 4	Mr. HO Kai Ho <u>CHAN Chi Yuen</u> , 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	Mr. CHAN Kwok-Cheung, Charles Ms. HO Tai Yan, Angela	2829 4493	charles_ke_chanangela_ty_ho@w sd.gov.hk Charles KC CHAN 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. LAM Chi Keung, Desmond NG Kam <u>Leung, Julian</u>	2158 5612	desmondlamjulianklng@cedd.gov. hk DESMOND-CHI-KEUNG- LAMJULIAN KL <u>NG/CEDD/HKSARG</u>
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@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/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. HO Kai Ho <u>CHAN Chi Yuen</u>	2829 4353	kh_ho <u>stanley_cy_chan@wsd.gov. hk</u> <u>KH HO Stanley CY CHAN/WSD/HKSARG</u>
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@dss.gov.hk C TSE/HQS/DSD/HKSARG
5.	Senior Engineer/Contract Adviser I, Headquarters	Highways Department	Mr. CHEUNG Lik- Hang Ms. LAI Wai Man, Iman	2762 3310	seca1.tau@hyd.gov.hk Lik Hang CHEUNG 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	2762-36733525 <u>1508</u>	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. WONG Wing Fai, Freddy <u>MOK Cheuk Wah,</u> <u>Francis</u>	2300 1307	freddywfwongfcwmok@dsd.gov.hk hk Freddy WF WONG <u>Francis</u> <u>Cheuk Wah</u> <u>MOK/DSD/HKSARG</u>
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	clivelee@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@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 (Ag.)	Water Supplies Department	Mr. CHOW Pak Cheong, Andy YEUNG Wing Lok	2152 5734	andy_pe_chow sunny_wl_yeung @wsd.gov.hk Andy PC- CHOW 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

