
	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: Mr. LAM Kin Chung, AD(T), CEDD	
Secretary of Working Group for Reviewing and Updating PAH: Mr. CHU Yiu Chow, 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	Mr. LAM Man Pang, CE/PM, WSD
Owner of Chapter 2	Mr. CHAN Chi Ho, TS1, HQ, DSD
Owner of Chapter 3	Mr. IP Wing Cheung, CE/NT1, NTN&W, CEDD
Owner of Chapter 4	Mr. YEUNG Sek Kui, CE/Design, WSD
Owner of Chapter 5	Mr. YUNG Cho Leung, CE/LW, CEDD
Owner of Chapter 6	Mr. LAI Cheuk Ho, CE/SP, DSD
Owner of Chapter 7	Mr. CHAN Fuk Yiu, CE4/MW, MWPMO, HyD
Owner of Chapter 8	Mr. WONG Kwong Cheung, CHE/K, UR, HyD
Owner of Chapter 9	Mr. CHU Yiu Chow, 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	Mr. LAM Man Pang, Roger	2829 5655	Roger_mp_lam@wsd.gov.hk Roger MP LAM/WSD/HKSARG
2.	Senior Engineer/Project Management (2) (Secretary)	Water Supplies Department	Mr. TANG Yan Yin	2829 5652	yy_tang@wsd.gov.hk YY TANG/WSD/HKSARG
3.	Senior Engineer/Planning (1)	Water Supplies Department	Mr. CHAN Kim Lap	2829 4412	kl_chan@wsd.gov.hk KL CHAN/WSD/HKSAR
4.	Senior District Engineer/Hong Kong East & South, Urban Region	Highways Department	Mr. MA Wing Tak	2231 5622	sdehes.u@hyd.gov.hk Wing Tak MA/HYD/HKSARG
5.	Senior Engineer/6, Land Works Division	Civil Engineering and Development Department	Mr. LAU Tat Yuen	2762 5623	tylau@cedd.gov.hk TY Lau/CEDD/HKSARG
6.	Senior Engineer/Drainage System Planning, Land Drainage Division	Drainage Services Department	Mr. POON Tak Wo, Walter	2300 1260	twpoon@dsd.gov.hk TW POON/LDD/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. CHAN Chi Ho, Simon	2594 7018	chchan@dsd.gov.hk CH CHAN/HQS/DSD/HKSARG
2.	Senior Engineer/Headquarters (Secretary)	Drainage Services Department	Mr. YUEN Tat Yung, Zorro	2594 7021	tyyuen@dsd.gov.hk TY YUEN/DSD/HKSARG
3.	Senior Engineer/Public Works Programme	Water Supplies Department	Mr. LIU Tso Wing, Jerry	2829 4493	jerry_tw_liu@wsd.gov.hk Jerry TW LIU/WSD/HKSARG
4.	Senior Engineer/Planning, Headquarters	Highways Department	Mr. CHAU Siu Hei, Francis	2762 3309	sep.tau@hyd.gov.hk Francis SH CHAU/HYD/HKSARG
5.	Senior Engineer/Planning 2, Headquarters	Civil Engineering and Development Department	Mr. MA Hon Wing, Wilson	2762 5157	hwma@cedd.gov.hk HW MA/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/NT1, New Territories North and West Development Office (Chairman)	Civil Engineering and Development Department	Mr. IP Wing Cheung	2158 5612	wcip@cedd.gov.hk WING CHEUNG IP/CEDD/HKSARG
2.	Senior Engineer/Project Management, North and West Development Office (Secretary)	Civil Engineering and Development Department	Ms. HO Sau Ping, Lucy	2158 5626	lho@cedd.gov.hk LUCY SP HO/CEDD/HKSARG
3.	Senior Engineer/ CM2, Consultants Management Division	Drainage Services Department	Mr. TAI Wai Man	2594 7255	wmtai@dsd.gov.hk WM TAI/DSD/HKSARG
4.	Senior Maintenance Engineer/Special Duties, New Territories Region	Highways Department	Mr. CHAN Ping Hung	2762 4099	smesd.nt@hyd.gov.hk Ping Hung CHAN/HYD/HKSARG
5.	Senior Engineer/Design (1)	Water Supplies Department	Mr. TAM Yat Hung	2829 4469	yh_tam@wsd.gov.hk YH TAM/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. YEUNG Sek Kui	2829 4353	sk_yeung@wsd.gov.hk SK YEUNG/WSD/HKSARG
2.	Senior Engineer/Design (2) (Secretary)	Water Supplies Department	Mr. CHEUNG King Min, Albert	2829 4468	albert_km_cheung@wsd.gov.hk Albert KM CHEUNG/WSD/HKSARG
3.	Senior Engineer/NT3, Works Division	Highways Department	Mr. MAK Wing Shiu	3188 3322	sent3.wd@hyd.gov.hk Wing Shiu MAK/HYD/HKSARG
4.	Senior Engineer/Drainage Projects 1, Drainage Projects Division	Drainage Services Department	Mr. TSANG Kwok Leung	2594 7401	kltsang@dsd.gov.hk KL TSANG/DSD/HKSARG
5.	Senior Engineer/6, Land Works Division	Civil Engineering and Development Department	Mr. YUEN WOO KOK, Anthony	2762 5623	wookokyuen@cedd.gov.hk WOO KOK YUEN/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	Mr. YUNG Cho Leung	2762 5620	clyyung@cedd.gov.hk CHO LEUNG YUNG/CEDD/HKSARG
2.	Senior Engineer/ 4, Land Work Div (Secretary)	Civil Engineering and Development Department	Mr. LAU Chun Tat	2762 5656	louiectlau@cedd.gov.hk CT LAU/CEDD/HKSARG
3.	Senior Engineer/Contract Adviser (3), Headquarters	Civil Engineering and Development Department	Mr. CHOY Boo Sum	2762 5483	bschoy@cedd.gov.hk Robert BS Choy/CEDD/HKSARG
4.	Senior Engineer/Contract Advisor	Drainage Services Department	Mr. WOO Kwong Po, Ken	2594 7122	kenwoo@dsd.gov.hk Ken KP WOO/DSD/HKSARG
5.	Senior Engineer/Contract Adviser I, Headquarters	Highways Department	Mr. CHAN Kwok Chun	2762 3310	seca1.tau@hyd.gov.hk Frankie KC CHAN/HYD/HKSARG
6.	Senior Engineer/Contract Adviser	Water Supplies Department	Ms PANG Oi Ling, Irene	2829 4374	irene_ol_pang@wsd.gov.hk Irene OL PANG/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. LAI Cheuk Ho	2594 7500	cheukholai@dsd.gov.hk Cheuk Ho LAI/DSD/HKSARG
2.	Senior Engineer/Sewerage Projects 3 (Secretary)	Drainage Services Department	Mr. LAM Sai-wing, Sam	2594 7503	samlam@dsd.gov.hk Sam SW LAM/SPD/DSD/HKSARG
3.	Senior Engineer/Contract Advisor	Drainage Services Department	Mr. WOO Kwong Po, Ken	2594 7122	kenwoo@dsd.gov.hk Ken KP WOO/HQS/DSD/HKSARG
4.	Senior Engineer/ Contract Adviser II, Headquarters	Highways Department	Mr. NG Kak Lam, Francis	2762 3535	seca2.tau@hyd.gov.hk Francis KL NG/HYD/HKSARG
5.	Senior Engineer/Design (2)	Water Supplies Department	Mr. CHEUNG King Min, Albert	2829 4468	albert_km_cheung@wsd.gov.hk Albert KM CHEUNG/WSD/HKSARG
6.	Technical Secretary/Headquarters	Civil Engineering and Development Department	Mr. CHIU Mau Fat, Arthur	2762 5033	arthurmfchiu@cedd.gov.hk Arthur MF CHIU/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. CHAN Fuk Yiu, Victor	2762 3503	ce4.mw@hyd.gov.hk Victor FY CHAN/HYD/HKSARG
2.	Engineer 12/Central Wanchai Bypass, MWPMO (Secretary)	Highways Department	Mr. LAM Man Kwong	2762 4023	e12cwb.mw@hyd.gov.hk Man Kwong LAM/HYD/HKSARG
3.	Senior Engineer/Contract Advisory, MWPMO	Highways Department	Mr. NG Kam Leung, Julian	2762 3543	seca.mw@hyd.gov.hk Julian KL NG/HYD/HKSARG
4.	Senior Engineer/Contract Advisor	Drainage Services Department	Mr. WOO Kwong Po, Ken	2594 7122	kenwoo@dsd.gov.hk Ken KO WOO/DSD/HKSARG
5.	Senior Engineer/Construction (2)	Water Supplies Department	Mr. LAI Wing Biu	2152 5732	wai-kwong_tam@wsd.gov.hk WB LAI/WSD/HKSARG
6.	Senior Engineer/Tseung Kwan O (2), New Territories East Development Office	Civil Engineering and Development Department	Mr. CHEUNG Li Chun, Bruce	2301 1385	brucecheung@cedd.gov.hk LI CHUN CHEUNG/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. WONG Kwong Cheung	2707 7202	chek.u@hyd.gov.hk Kwong Cheung WONG/HYD/HKSARG
2.	Senior Engineer/Technical Services, Urban Region (Secretary)	Highways Department	Mr. HO Kwong Hang, Patrick	2707 7277	sets.u@hyd.gov.hk Patrick KH HO/HYD/HKSARG
3.	SE/Mainland South 6, Mainland South Division	Drainage Services Department	Mr. CHAN Chi Ming, Saulomon	2300 1305	cmschan@dsd.gov.hk CM CHAN/DSD/HKSARG
4.	Senior Engineer/Construction (1)	Water Supplies Department	Mr LAI Tim Yuen	2152 5731	Ty_lai@wsd.gov.hk TY LAI/WSD/HKSARG
5.	Senior Engineer/Project 3, Port Works Division	Civil Engineering and Development Department	Mr. Ng Chi Wai, George	2762 5554	cwng@cedd.gov.hk CHI WAI NG/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	Mr. CHU Yiu Chow, James	2762 5081	ycchu@cedd.gov.gk YIU CHOW CHU/CEDD/HKSARG
2	Engineer/Quality Management & Standards (1), HQ (Secretary)	Civil Engineering and Development Department	Mr. LEUNG Man Tat	2762 5460	mtleung@cedd.gov.hk MAN TAT LEUNG/CEDD/HKSARG
3.	Senior Engineer/Contract Advisor	Drainage Services Department	Mr. WOO Kwong Po, Ken	2594 7122	kenwoo@dsg.gov.hk Ken KO WOO/DSD/HKSARG
4.	Senior Maintenance Engineer/Special Duties, New Territories Region	Highways Department	Mr. CHEN Lan	2762 4099	smesd.nt@hyd.gov.hk Lan CHEN/HYD/HKSARG
5.	Senior Engineer/Consultants Management (5)	Water Supplies Department	Mr. POON Pak Wah, Lawrence	2634 3502	lawrence_pw_poon@wsd.gov.hk Lawrence PW POON/WSD/HKSARG
6.	Senior Engineer/Contract Adviser (1), HQ	Civil Engineering and Development Department	Mr. CHENG Yuk Lung, Stanley	2762 5021	stanleycheng@cedd.gov.hk STANLEY YUK LUNG CHENG/CEDD/HKSARG

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

