



File Ref.: CEDD T 4/36/1

23rd June 2011

**Civil Engineering and Development Department
Technical Circular No. 05/2011**

**Submission to Public Works Subcommittee and Preparation of Policy
Committee/Executive Council Papers and
Legislative Council Briefs**

Introduction

This technical circular (TC) sets out the departmental procedure for the Public Works Subcommittee (PWSC) submission and the procedure for consulting the relevant Legislative Council (LegCo) Panels on the project before the submission is presented to PWSC. It also sets out the routing of, and the responsibilities for preparing Policy Committee (PC)/Executive Council (ExCo) papers and LegCo briefs.

Effective Date

2. This TC takes immediate effect.

Effect on Existing Circular

3. This TC supersedes Civil Engineering and Development Department TC No. 07/2010 which is hereby cancelled.

Background

4. In preparing PWSC and LegCo Panel submissions, reference should be made to the following documents:-

- (a) Project Administration Handbook for Civil Engineering Works: Chapter 2 – Project Approval;
- (b) Financial Circular (FC) No. 4/2010 – User Guide on the Finance Committee, Establishment Subcommittee and Public Works Subcommittee (User Guide);
- (c) FC No. 5/2009 – Impact of Funding Proposals on Fees and Charges;

- (d) Development Bureau Technical Circular (Works) (DEVB TCW) No. 16/2005 – Adoption of Energy Efficient Features and Renewable Energy Technologies in Government Projects and Installations. Paragraph 15 of the circular states that only if the energy efficient features and/or renewable energy technologies form the core or a substantial part of the project should it be appropriately mentioned in the PWSC submission;
- (e) DEVB TCW No. 3/2006 – Tree Preservation. Paragraph 21 of the circular provides a template for incorporating the information on tree removal/planting proposals in the PWSC paper;
- (f) DEVB TCW No. 6/2009 – Heritage Impact Assessment Mechanism for Capital Works Projects;
- (g) Environment, Transport and Works Bureau (Works Branch) (ETWB (WB)) memorandum ref. ETWB(W) 400/12/01 Pt.4 dated 6.2.2004 at **Appendix A**. The memorandum covers the issues of aesthetic treatment and perspective views, greening proposals, public objections to proposed schemes, and job opportunities; and
- (h) Civil Engineering and Development Department memorandum ref. CEDD T 4/33/3 dated 28.5.2010 at **Appendix B**. The memorandum supplements issues on the planning of, and funding application for pedestrian crossing facilities.

5. Reference should also be made to PWSC papers and LegCo Panel papers previously discussed in LegCo. These papers are available on the LegCo website. PWSC papers for projects under the Civil Engineering and Development Department (CEDD) and the former Civil Engineering Department and Territory Development Department for which funding has been approved can be accessed through the CEDD Intranet.

6. The purpose of this TC is to provide guidelines applicable to CEDD in respect of the following processes:-

- (a) preparation of PWSC papers;
- (b) preparation of LegCo Panel papers;
- (c) routing of PWSC papers within CEDD;
- (d) organizing site visits, preparation of Briefing Notes and attending Briefing Meetings with the Director of Civil Engineering and Development (DCED);
- (e) routing of, and responsibilities for follow-up action after the PWSC and Finance Committee meetings; and

- (f) routing of, and responsibilities for preparing PC/ExCo papers and LegCo briefs.

Preparation of PWSC Papers

7. Through the issue of FC, the Secretary for Financial Services and the Treasury (SFST) promulgates and regularly updates the User Guide promulgated in FC No. 4/2010. Part II of Section III of the User Guide sets out the guidelines for preparation and submission of PWSC papers. When considering PWSC items, LegCo members have, from time to time, required the Administration to incorporate some additional details. Such new requirements are promulgated by DEVB in memorandum form pending the information being updated in SFST's User Guide.

8. Guidelines for the preparation of PWSC papers for CEDD projects are highlighted as follows:-

- (a) PWSC submission to CEDD Headquarters (HQ) should include the following documents:-
 - (i) draft PWSC paper with drawing(s);
 - (ii) checklist for PWSC submission;
 - (iii) aide memoiré checklist;
 - (iv) proforma for recurrent consequences; and
 - (v) notes to supplement the information given in the paper, if any.
- (b) the Project Engineer (PE) is responsible for drafting the paper in accordance with the User Guide and the instructions of DEVB and CEDD. The draft paper should be vetted by the Division Head and the Deputy Head of Office before it is signed off by the Head of Office for submission to CEDD HQ. At CEDD HQ, the Senior Engineer/Planning 2 (SE/P2) is responsible for the finalization of the draft paper for DCED's approval. SE/P2 shall liaise with PE and staff members of the Policy Bureau and FSTB to answer their queries on PWSC submission. When the Policy Bureau's first draft is issued to FSTB, PE is responsible for arranging for and checking of the Chinese translation of the first draft;
- (c) PE should check that funds are available in the Resources Allocation Exercise announced by SFST each year. If funding is not sufficient, PE's Office should identify savings from other projects under the same Policy Bureau and seek help from CEDD HQ, if necessary;
- (d) PE should state the start and completion dates (month and year) in the draft paper. As required by DEVB, PE should indicate the duration of the prescribed contract(s) and the allowance for probable extension of time

due to inclement weather, variations and other causes. A standard paragraph for inclusion in the covering memo to DCED via SE/P2 to this effect is at Appendix C;

- (e) PE should provide a realistic project estimate and cashflow. The project estimate should be given in money-of-the-day (MOD) prices. For this purpose, FSTB regularly updates the price adjustment factors for converting project costs at constant prices into MOD prices;
- (f) where the contingency sum allowed against a project estimate exceeds 10% of the other costs, PE should include a special paragraph explaining the reasons for requiring a larger contingency;
- (g) PE should note that the cashflow remaining for the 24 months period after the substantial completion of the works must not exceed 20% of the project estimate;
- (h) for projects involving engagement of consultants, a breakdown of the estimate for consultancy fees is required. The multipliers and the average Master Pay Scale salary point to be adopted in the breakdown are regularly updated by FSTB;
- (i) PE should input the project data into the Public Works Manpower Estimation System (PWMES) for calculation of the estimated number of jobs arising from the project;
- (j) the checklist for PWSC submission should be prepared in a standard format. A sample of the checklist is at **Appendix D**. Copies of the following documents should be attached:-
 - (i) the memorandum from the District Officer confirming clearance of the “Public Consultation” section;
 - (ii) the relevant parts of the minutes of the District Council meetings in respect of consultations on the project;
 - (iii) the memorandum from the Director of Environmental Protection confirming clearance of the “Environmental Implications” section;
 - (iv) the memorandum from the Secretary, Fill Management Committee confirming clearance of the aspects related to construction and demolition materials mentioned in the “Environmental Implications” section;
 - (v) the memorandum from the Antiquities & Monuments Office confirming clearance of the “Heritage Implications” section;
 - (vi) the memorandum from the District Lands Officer confirming clearance of the “Land Acquisition” section; and

- (vii) the memoranda from the maintenance agents confirming their agreement to absorb recurrent consequences;
- (k) the Division Head responsible for the project should sign off the aide memoiré checklist;
- (l) PE should sign off the proforma for recurrent consequences; and
- (m) where the project requires noise mitigation measures, their locations and cross sections should be indicated on the site plan.

Preparation of LegCo Panel Papers

9. The Policy Bureau decides whether consulting LegCo Panel is necessary. The Division Head is responsible for liaison with the relevant policy bureau direct on whether, when, and how Panel consultation is to be conducted before PWSC. In this respect, a lead-time of about 5 months before PWSC meeting should be allowed. If it is considered appropriate to seek Panel's endorsement of a funding proposal through circulation of an information paper, the paper should be issued to the relevant Panel(s) preferably four weeks before the relevant PWSC meetings. This aims to allow adequate lead time for Panel Members to consider whether the funding proposal in question should be discussed by the relevant Panel(s) before the proposal is submitted to PWSC.

10. PE is responsible for preparing the Panel paper, which should be based on the content of the draft PWSC paper. The Division Head responsible for the project shall, after seeking DCED's agreement on the Panel paper via SE/P2, submit and clear the Panel paper direct with the Policy Bureau. A copy of the draft Panel paper agreed by DCED should be sent to the Chief Assistant Secretary (Works) 1, DEVB for reference. The paper (including its Chinese version) should normally be issued to the relevant Panel(s) one week before the relevant Panel meetings.

Routing of PWSC Papers within CEDD

11. The routing of, and responsibilities for preparing a draft PWSC paper within CEDD are as follows:-

- | | | |
|-----|-----------------------|---|
| (a) | Division Head | Examines the draft paper prepared by PE and submits it to the Deputy Head of Office. Liaises with the policy bureau(x) for the line-up for attending PWSC meeting (and the Finance Committee meeting as necessary). |
| (b) | Deputy Head of Office | Examines the draft paper submitted by the Division Head and submits it to the Head of Office. |
| (c) | Head of Office | Examines and ensures the correctness of the scope, justifications and estimate of the project and signs off the draft paper which shall reach SE/P2 14 weeks before |

the PWSC meeting.

- (d) SE/P2 Overall checking and finalization of the draft paper and forward the completed submission to DCED through the Assistant Director (Development) (AD(D)).
- (e) AD(D) Ensures that the submission is in order.
- (f) DCED Approves the draft paper for submission to the Policy Bureau by the Head of Office for processing.
- (g) SE/P2 Ensures that the paper will reach the Policy Bureau **10 weeks** before PWSC meeting.

Site Visits, Briefing Notes and Briefing Meetings for DCED

12. Site visits, Briefing Notes and Briefing Meetings should be arranged as and when necessary. PE is responsible for organizing a site visit prior to the Briefing Meeting for DCED. Apart from DCED, the site visit will also be attended by AD(D), SE/P2, the Division Head and the Deputy Head of Office and/or the Head of the Office responsible for the project. The timing of the site visit should be close to the scheduled date of PWSC meeting. SE/P2 will be the contact point in CEDD HQ for the site visit. The Division Head is required to prepare an itinerary in the format shown at **Appendix E** and submit it to SE/P2 one week before the scheduled site visit.

13. The Division Head is required to submit the Briefing Notes to SE/P2 two weeks before the scheduled date of the PWSC meeting. The Briefing Notes, which should be prepared in the format shown at **Appendix F**, should only provide information to supplement that in the draft paper, and aim at drawing DCED's attention to any important, sensitive or controversial issues.

14. On receipt of the Briefing Notes and PWSC meeting agenda, SE/P2 will provide additional notes on any issues not covered by the Briefing Notes, and will forward all the relevant information in a folder to DCED one week before PWSC meeting.

15. The Briefing Meeting, chaired by DCED, will be attended by AD(D), SE/P2, the Division Head, and the Deputy Head of Office and/or the Head of Office responsible for the project. The Division Head will be responsible for briefing DCED at the Meeting. The date and time of the Briefing Meeting will be communicated to relevant officers by SE/P2.

16. The Division Head or Deputy Head of Office responsible for the project is normally required to attend the PWSC meeting with DCED.

Routing of, and Responsibility for Follow-Up Action after the PWSC/Finance Committee Meetings

17. PWSC recommendations to the Finance Committee are normally taken as a single item to be endorsed en bloc, except at the request of PWSC for separate voting. In this case, there is likely to be discussion on the particular submission item and the Division Head or Deputy Head of Office responsible for the project will be required to attend the Finance Committee meeting with DCED. The Division Head should communicate with SE/P2 to arrange additional Briefing Notes and Briefing Meetings to DCED as and when necessary.

18. The Division Head or Deputy Head of Office attending the PWSC or Finance Committee meeting with DCED is required to undertake follow-up action after the meetings, such as providing inputs to the relevant policy bureau(x) for preparing additional information or replies to Members of the PWSC or Finance Committee; and/or offering comments on the draft meeting notes. The input or comments should be cleared by DCED via SE/P2 before they are provided to the policy bureau(x).

Routing of, and Responsibility for Preparing PC/ExCo Papers and LegCo Briefs

19. Occasionally, policy bureau(x) may wish to request input from CEDD in preparing PC papers (or parts thereof), its subsequent ExCo papers and LegCo briefs. The relevant part of these papers with CEDD's input in their draft form shall need to be cleared by DCED prior to submission to the relevant bureau(x). The routing of, and responsibilities for preparing these draft papers are set out in **Appendix G**.

Enquires

20. Enquiries about this TC should be addressed to the Senior Engineer/Planning 2, CEDD Headquarters.

References

- (a) FC No. 4/2010 – User Guide on the Finance Committee, Establishment Subcommittee and Public Works Subcommittee (User Guide)
- (b) FC No. 5/2009 – Impact of Funding Proposals on Fees and Charges
- (c) DEVB TCW No. 16/2005 – Adoption of Energy Efficient Features and Renewable Energy Technologies in Government Projects and Installations
- (d) DEVB TCW No. 3/2006 – Tree Preservation
- (e) DEVB TCW No. 6/2009 – Heritage Impact Assessment Mechanism for Capital Works Projects
- (f) ETWB (WB) memorandum ref. ETWB(W) 400/12/01 Pt.4 dated 6.2.2004

(g) CEDD memorandum ref. CEDD T 4/33/3 dated 28.5.2010

(C K HON)
Director of Civil Engineering and Development

M E M O		BY FAX
<i>From</i>	Secretary for the Environment, Transport and Works	<i>To</i> Distribution
<i>Ref.</i>	() In ETWB(W) 400/12/01 Pt.4	<i>(Attn. :</i> _____)
<i>Tel. No.</i>	2848 2439	<i>Your Ref :</i> _____
<i>Fax. No.</i>	2537 1961 (O) 2869 0167 (C)	<i>Dated</i> _____ <i>Fax No.</i> _____
<i>Date</i>	6 February 2004	<i>Total Pages</i> 2+3

PWSC Papers Requirement for Greater Details

In deliberating PWSC items, LegCo members would from time to time require the Administration to incorporate some additional details in future submissions. With immediate effect, Works Departments/Bureaux should satisfy themselves that adequate information on the following is provided in their draft PWSC papers –

Aesthetic Treatment and Perspective Views

Due consideration should be given to the aesthetic treatment of the proposed works, including the use of creative features. The facilities as designed should be both practical and aesthetically pleasing, and in harmony with the surrounding environment. To help PWSC members to visualize the key design features and its visual impacts, an assortment of sketch drawings, sectional plans, maps and perspective renderings of the proposed facilities should be provided as far as possible.

Greening Proposals

In pursuance of the Government's policy initiative on greening, full justification for tree removal and detailed information on planting/replanting proposals should be included as part of the "Background Information" in PWSC papers. A standard template which provides some general guidelines for incorporating this information is at **Annex A1**.

Public Objections to Proposed Schemes

Thorough consultation must be conducted for the proposed public works projects. There should also be more direct consultation with the affected residents. Greater details on the outcome of consultations (in particular those objections which were subsequently overruled by the CE in Council) should be provided under the "Public Consultation" paragraph, including the grounds for various objections and why they could not be accommodated. In case of numerous details, this information may be given in the form of an Appendix to the PWSC paper.

Job Opportunities

To improve and standardize the presentation on job opportunities arising from the proposed projects, please adopt the revised format below for future PWSC papers with effect from 1 April 2004 –

“We estimate that the proposed works will create about 9 000 jobs (8 100 for labourers and another 900 for professional/technical staff) providing a total employment of 120 000 man-months.”

2. By copy of this memo, would the Treasury Branch of FSTB please include the standard template at Annex A1 for greening proposals and the revised format on the job opportunities paragraph into “A User Guide to the Finance Committee, Establishment Subcommittee and Public Works Subcommittee” when it is next updated/revised.

signed

(C L NG)

for Secretary for the Environment, Transport and Works

Distribution

DArchS (Fax : 2869 0289)
D of Hy (Fax : 2714 5216)
DCE (Fax : 2714 0140)
D of DS (Fax : 2827 8605)
D of TD (Fax : 2577 3562)
DWS (Fax : 2824 0578)
DEP (Fax : 2838 2155)

c.c. SFST (Attn : Ms Janice Tse) (Fax : 2147 5240)
SEM (Attn : Mr Tony Yuen) (Fax : 2573 3467)
SEDL (Attn : Ms Winnie Lau) (Fax : 2523 1973)
SHA (Attn : Mr Brendan Au) (Fax : 2591 6002)
SHPL (Attn : Miss Karen Lau) (Fax : 2536 4225)
PSH, HPLB (Attn : Mr Raymond Poon) (Fax : 2628 9060)
SHWF (Attn : Mr M H Lam) (Fax : 2905 1319)
S for S (Attn : Mr David W K Hooi) (Fax : 2868 5074)
SCIT (Attn : Mr C H Cheng) (Fax : 2869 4406)

Internal

DS(W)1
DS(E)1
DS(T)1
CAS(W)4
PEO(RM)

**Template for incorporating the information
on tree removal/planting proposals into PWSC paper**

A. For non construction projects such as site investigation / design consultancy / feasibility study*

“The proposed (*e.g. site investigation works / design consultancy / feasibility study**) will not directly involve any tree removal or planting proposals. We¹ will require the consultant to / We will* take into consideration the need for tree preservation during the planning and design stages of projects. We will also incorporate, tree planting proposals, where possible, in the construction phase in the future.”

B. For construction projects which do not involve tree removal or planting proposals

“The proposed (*e.g. procurement of air traffic equipment / fitting out works within the existing RC markets / enhancement of infectious disease control facilities**) will not involve any tree removal or planting proposals.”

C. For construction projects which do not involve tree removal proposal but planting proposals are included

“The proposed (*e.g. construction of primary school / drainage improvement in North New Territories**) will not involve any tree removal proposal. We will incorporate planting proposal as part of the project, including estimated quantities of *aa* no. of trees, *bb* no. of shrubs, *cc* no. of annuals and *dd* m² of grassed area.”

D. For construction projects which involve removal of common trees² with/without³ planting proposals

“The proposed (*e.g. construction of infrastructure for Penny’s Bay Development / site formation, roads and drainage works at Sha Tin / construction of Fanling Magistracy Building**) will/may^{4*} involve removal of *T* no. of trees including *X* no. of trees to be felled, *Y* no. of trees to be transplanted elsewhere and *Z* no. of trees to be replanted within the project site (subject to finalization of design⁴) (Note: $T=X+Y+Z$). All trees to be removed are not important trees⁵. We will incorporate planting proposals as

¹ “We” in this template should be replaced by reference to the subvented organization (e.g. “HA” for medial projects and “the school” for school projects) for those subvented capital works project under Head 708 where the subvented organization is the works agent.

² Common Tree refers to trees not classified as Important Trees.

³ If planting proposal is not included, the last sentence of this paragraph can be omitted. However, further explanation will have to be added for any tree removal plan without compensatory planting.

⁴ Only applicable for D & B contracts.

⁵ Important Tree refers to trees on the Register of Old and Valuable Trees, and any other trees which meet one

part of the project, including estimated quantities of *aa* no. of trees, *bb* no. of shrubs, *cc* no. of annuals and *dd* m² of grassed area.

E. For construction projects which involve removal of both common trees² and important trees⁵ with/without³ planting proposals

“The proposed (*e.g. construction of infrastructure for Penny’s Bay Development / Site formation, roads and drainage works at Sha Tin**) will involve removal of T_1 no. of common trees including X_1 no. of trees to be felled, Y_1 no. of trees to be transplanted elsewhere and Z_1 no. of trees to be replanted within the project site (Note: $T_1 = X_1 + Y_1 + Z_1$). Besides, T_2 no. of important trees will be affected during the implementation of the project. A summary of important trees affected is provided at **Annex A1(i)**. We will incorporate planting proposal as part of the project, including estimated quantities of *aa* no. of trees, *bb* no. of shrubs, *cc* no. of annuals and *dd* m² of grassed area.”

* Please delete as appropriate.

or more of the following criteria:-

- (a) trees of over 100 years old;
- (b) trees of cultural, historical or memorable significance e.g. Wishing tree, Fung Shui tree, tree as landmark of monastery or heritage monument, and trees in memory of an important person or event.;
- (c) trees of precious or rare species, i.e. trees which have only small numbers of individuals occurring in Hong Kong e.g. Teak, Ginkgo and could be introduced or native species;
- (d) trees of outstanding form (taking account of overall tree sizes, shape and any special features) e.g. trees with curtain like aerial roots, trees growing in unusual habitat; or
- (e) trees with trunk diameter exceeding 1.0 metre (measured at 1 metre above ground level).

Summary of “Important Trees” involved in

Project No.:**Project Title**

Tree ref. no. (and/or photo no.)	Tree species (Botanical name)	Tree size			Form ⁽¹⁾ (Good/ Fair/ Poor)	Survival rate after transplanting (High/ Med/ Low)	Amenity value (High/ Med/ Low)	Recommendation (Retain/ Transplant/ Fell)	Remarks (including justification for proposed tree removal /ecological and historical significance (if any) of affected trees, etc.)
		Overall height (metres)	Trunk ⁽²⁾ diameter (mm)	Average crown spread (metres)					

⁽¹⁾ Form of a tree will take account of the overall tree size, shape, and any special feature.

⁽²⁾ Trunk diameter of a tree refers to its diameter at breast height (i.e. measured at 1 m above ground level).

MEMO

From Director of Civil Engineering and Development	To Distribution
Ref. () in CEDD T 4/33/3	(Attn.: _____)
Tel. No. 2762 5004	Your Ref. _____ in _____
Fax. No. 3107 0050	dated _____ Fax. No. _____
Date 28 May 2010	Total Pages 2

Planning and Funding Application of Pedestrian Crossing Facilities

In the recently published Audit Report No. 54, the planning and funding application for the provision of pedestrian crossing facilities was reviewed.

2. In planning the provision of grade-separated crossing facilities as part of an infrastructure development project in future, Audit recommended that, CEDD should, in consultation with the Commissioner for Transport, critically examine the justifications of providing a grade-separated crossing facility for each case, taking into account all relevant factors mentioned in the TPDM, including the projected volume and speed of traffic, and local residents' views on the preferred type of crossing facility. All project officers in your offices should be reminded of the above recommendation. For the full list of factors to be considered in the planning of grade-separated crossing facilities, please refer to para. 3.7.7 of the TPDM Volume 2.

3. In the PWSC/FC funding application for the provision of grade-separated crossing facilities, Audit recommended that CEDD should, in consultation with the Commissioner for Transport, provide sufficient detailed and accurate information including the intended purposes and functions, the estimated cost and expected utilisation of these facilities, and the justifications of the need for and the timing of their provision. Whilst Financial Circular No. 3/2008, PAH Chapter 2 (Project Approval) and CEDD Technical Circular No. 4/2008 have already pointed out the need to give full justifications for capital works projects in the PWSC/FC submission, please kindly take note of the above recommendation and bring them to the attention of all project officers in your office.



(Edwin K H Tong)

for Director of Civil Engineering and Development

Distribution:

H (CEO)
H (GEO)
PM (HKI&I)
PM (Kln)
PM (NTE)
PM (NTN&W)

cc. DDCED
AD/D
CE(HQ)
SE/QM&S
TS/HQ
TS (CEO)

TS (GEO)
SE/PM, HKI&I
SE/PM, Kln
TS(NTE)
SE/PM, NTN&W

SE/P1
SE/P2
CEDD(CR) 11/39 SF(5) Pt. 2

Slippages in Projects vis-à-vis Target Completion Dates in PWSC Papers

With effect from 2004-05 LegCo sessions, PE is required to indicate in the covering memo to DCED via SE/P2 on the allowance made for potential extension of times in the scheduled project completion dates in accordance with the following paragraph –

“The PWSC paper gives a construction start date of (month/year) for the project, with completion in (month/year). The total period of (xx months) comprises a prescribed contract period of (xx months) and an allowance of another (xx months) for probable extension of time due to inclement weather, variation or other causes that may arise during the currency of the contract.”

Sample Checklist for PWSC Submission

Head 707

**706CL – Improvement to existing roads and drains in Cheung Chau
old town – remaining engineering works**

1. Necessity to go to the PWSC/FC

We intend to seek the PWSC/FC's funding approval for upgrading **706CL** to Category A before inviting tenders.

2. Authority

The project has been included in the 2003 RAE.

3. Capital Cost

The estimate for the works proposed for upgrading to Category A is \$86 million at September 2003 prices. The 2003 RAE has earmarked \$86 million for the project at the same price level. There are sufficient funds to cover the cost of the proposed works.

4. Recurrent Consequences

(a) Aggregate total of the additional annual recurrent expenditure of the project is \$0.408 million.

(b) Sources of funding to meet the expenditure have been confirmed.

(c) Confirmation of absorption of such expenditure has been received from relevant bureaux/departments. Copy of memo dated 6.3.2003 from PM/HKI&I is attached for information.

5. Political Assessment

We do not consider this project politically contentious.

6. Clearance with District Officer

We have cleared the Public Consultation section of the PWSC paper with DO(Islands). Copy of her memo dated 26.11.2003 is attached for information.

7. Consultation with LegCo Panel

We will consult LegCo Panel on Planning, Lands and Works on the proposed works in January 2004. *(To be elaborated after the consultation.)*

8. Lobbying Requirement

We consider lobbying unnecessary.

9. Fallback Option

If we encounter difficulties in the PWSC meeting, we will withdraw the paper for a re-submission.

10. Attendance at the PWSC Meeting

The following officers will attend the meeting -

Director of Civil Engineering and Development
Mr. John S. V. Chai

Chief Engineer (Islands)
Mr. John D. Binks

11. Special Consideration

Nil

12. Aide-Memoire Checklist

The aide-memoire checklist completed by the Civil Engineering and Development Department is attached. (A template of the aide-memoire checklist extracted from the Annex to Enclosure 4 mentioned in paragraph 5 of FC No. 3/2008 is attached below for use.)

TEMPLATE FOR AIDE-MEMOIRE CHECKLIST

(Revised in December 2000)

Project Code and Title _____

Head under CWRP _____

Date of PWSC Meeting _____

1. Policy backing
- | | | | | |
|--------------------------|---------------------------|---|--------------------------------|-------|
| <input type="checkbox"/> | ExCo |] | Please provide brief details - | |
| <input type="checkbox"/> | CE's Address |] | | _____ |
| <input type="checkbox"/> | Budget Speech |] | | _____ |
| <input type="checkbox"/> | CS for Admin Policy Group |] | | _____ |
| <input type="checkbox"/> | White Paper |] | | _____ |
| <input type="checkbox"/> | Others | | Please state - | _____ |
| | | | | _____ |

2. Public Consultation
- | | | | | | | |
|--------------------------|--|---------------|--------------------------|--------------|--------------------------|---------------|
| <input type="checkbox"/> | LegCo Panel | (name: _____) | <input type="checkbox"/> | supported | <input type="checkbox"/> | not supported |
| | | (date: _____) | <input type="checkbox"/> | no objection | <input type="checkbox"/> | |
| <input type="checkbox"/> | District Council | (name: _____) | <input type="checkbox"/> | supported | <input type="checkbox"/> | not supported |
| | | (date: _____) | <input type="checkbox"/> | no objection | <input type="checkbox"/> | |
| <input type="checkbox"/> | Advisory Council
on the Environment | (date: _____) | <input type="checkbox"/> | supported | <input type="checkbox"/> | not supported |
| | | | <input type="checkbox"/> | no objection | <input type="checkbox"/> | |
| <input type="checkbox"/> | Heung Yee Kuk | (date: _____) | <input type="checkbox"/> | supported | <input type="checkbox"/> | not supported |
| | | | <input type="checkbox"/> | no objection | <input type="checkbox"/> | |
| <input type="checkbox"/> | Rural Committee | (name: _____) | <input type="checkbox"/> | supported | <input type="checkbox"/> | not supported |
| | | (date: _____) | <input type="checkbox"/> | no objection | <input type="checkbox"/> | |
| <input type="checkbox"/> | Others | (name: _____) | <input type="checkbox"/> | supported | <input type="checkbox"/> | not supported |
| | | (date: _____) | <input type="checkbox"/> | no objection | <input type="checkbox"/> | |

Please provide supplementary information, if necessary -

3. Reaction of individual LegCo Members
- Please state the name(s) of Member(s) concerned, whether they support or not, and their reasons - _____
- _____
- _____

4. Related subjects raised in the course of public consultation
- Action taken - _____
- _____
- _____
- _____

5. Land issues Project does not require land (or a site)

- Project requires land
 - Government land
 - Land already cleared and allocated/to be allocated in _____ (e.g. March 2000) to the Works Department concerned
 - Land to be cleared by _____ (e.g. March 2000), involving _____ clearees to be rehoused
 - Land clearance not likely to be difficult
 - Land clearance likely to be difficult. Please explain -

- Private land requiring resumption and clearance
 - Land already resumed, cleared and allocated/to be allocated in _____ (e.g. March 2000) to the Works Department concerned
 - Land to be resumed and cleared by _____ (e.g. March 2000), involving _____ clearees to be rehoused
 - Land clearance not likely to be difficult
 - Land clearance likely to be difficult. Please explain -

6. Gazetting

- Project does not require gazetting under any ordinance
- Project requiring gazetting under _____ Ordinance
 - Gazetting already completed
 - No objections received
 - Objections received but over-ruled
 - Objections received to be resolved by _____ (e.g. March 2000)
 - Gazetting in progress
 - No objections received so far
 - Objections received to be resolved by _____ (e.g. March 2000)
 - Further objections likely
 - Gazetting yet to be done
 - Objections unlikely
 - Objections likely

7. Content of Paper

GENERAL

Yes No Remarks

In plain language ?
Easy to understand by layman in both English and Chinese ?

DETAILS (DRAFTING CONVENTIONS)

Active voice used ?
Numbers in correct format ?
Dates in correct format ?
Reference to an officer rather than a department when attributing a proposal or a source of advice ?
Correct use of abbreviated forms for long titles ?
Correct naming of attachments to the paper (“Enclosure”, “Annex”, followed by “Appendix”) ?

DETAILS (CONTENTS)

Correct heading ?
Correct preamble ?
Clear statement of the problem ?
Precise statement of the proposal ?
Clear definition of the project scope and nature ?
Clear and concise justification ?
Accurate financial implications given ?
Clear statement of public consultation ?
Environmental implications cleared with DEP ?
Full land implications given ?
Full background information given ?
Urgency paragraph needed ?
Clear site plan attached ?

8. Other comments

Completed by -

Endorsed by -

Signature: _____
Name: _____
Post/Department: _____
Date: _____

Signature: _____
Name: _____
Post/Bureau: _____
Date: _____

Pre-PWSC Site Visit**Project Code and Title**

(For PWSC submission on xx January 2011)

Date : xx January 2011

Time : 2:00 p.m. – 4:30 p.m.

Attendance : DCED, PM(NTE), AD(D), CE/NTE1, SE/1 & SE/P2 HQ,

Transport : AM 1234* (Driver : Mr LEE – Mobile phone: 1234 5678) for DCED, AD(D) and SE/P2 HQ

Contact Person : Mr David CHAN, SE/1 (Mobile phone : 8765 4321)

Time :	Itinerary :
2:00 p.m.	Depart from CEDB Podium
2:45 p.m.	Tour around Site No. 1 in Sha Tin (See attached Location Plan A)
3:15 p.m.	Tour around Site No. 2 in Tseung Kwan O (See attached Location Plan B)
4:30 p.m.	Return to CEDB

Remark:

Closed Area Permits, safety helmets, reflective vests and safety shoes are not required[%].

Notes:

* - transport to be arranged by project office.

% - revise as appropriate

Briefing Notes for DCED

- **PWSC Meeting Date**
- **PWP Item Number/Category and Project Title**
- **Current Status of Project and Programme**
- **Related Projects**
- **Important/Sensitive Issues**
- **Drawings and Other Enclosures, including the following -**
 - PWSC paper (English and Chinese version)
 - Panel paper (English and Chinese version)
 - Summary of responses to LegCo enquiries raised in Panel consultation
 - Lobbying plan
- **Contact Person and Telephone Number**
 - Please also include the officer attending PWSC with DCED and his/her mobile phone number
- **Line-to-take and Questions Likely to be Raised by PWSC Members and Suggested Answers**

Civil Engineering and Development Department
Routing of, and Responsibility for Preparing PC/ExCo Papers and LegCo
Briefs

1. Occasionally, policy bureau(x) may wish to request input from CEDD in preparing the PC papers (or parts thereof), its subsequent ExCo papers and LegCo briefs. The routing of, and responsibilities for preparing, these draft papers and briefs is as follows:
 - (a) Division Head/
Deputy Head
of Office Prepares the draft paper/brief in consultation with the relevant Bureau at CAS/PAS level, in accordance with an agreed schedule with the Bureau. AD(D) shall be kept informed in parallel. Deputy Head of Office to examine the stabilized draft paper/brief prior to submitting it to the Head of Office.
 - (b) Head of Office Examines and clears the draft prior to signing it off for DCED's clearance via AD(D).
 - (c) DCED Clears the draft paper/brief for submission to the relevant Bureau for further processing.
 - (d) Deputy Head/
Head of Office Submits the paper/brief and keeps track of further development of the drafting of the paper/brief until final clearance by the Bureau's Head. Keeps DCED and AD(D) informed and seeks further clearance/directive of DCED, if appropriate. A copy of the final version of the paper/brief shall be sent to AD(D) for record.
2. If timely submission for clearance by the Headquarters is impractical, Head/Deputy Head of Office shall in any event keep DCED and AD(D) posted of the progress and development of the submission.
3. In cases where the Offices are simply asked to comment on (or provide minor input to) papers/briefs drafted by others, the Head of Office shall exercise judgment as to whether he should seek clearance from DCED, prior to submission.