



**Civil Engineering and Development Department  
Technical Circular No. 03/2020**

**Presentation of Progress Reports on Development Projects to District Councils**

**Introduction**

This technical circular (TC) sets out the departmental procedures for presentation of progress reports on development projects to District Councils (DCs).

**Effective Date**

2. This circular shall take immediate effect.

**Effect on Existing Circulars**

3. This TC supersedes CEDD TC No. 04/2016 which is hereby cancelled. This revision is to update the requirement on handling sensitive information as well as other editorial amendments.

**Background**

4. It is important to inform the relevant DCs on development projects that have significant impact on their districts. In particular, DCs would like to be apprised of the scope and progress of the development projects in their respective districts. To achieve this objective, the development office will submit progress reports to the DC and/or its sub-committee.

**Preparation and Presentation of Progress Reports**

5. The progress reports should include brief details of the scope, programme and achievements to date of the major projects completed in the previous year, those in hand and under planning. For projects completed or projects under construction stage, the approved project estimates in money-of-the-day (MOD) prices should be provided for DC's information. For projects under planning, project officers should refrain from disclosing the project estimates including the Resource Allocation Exercise (RAE) figures as far as possible because estimates made at an early stage of the projects could be subject to change at a later stage. The premature release of cost figures could mislead the DCs. For Cat. B projects at detailed design

stage, the term “under review” should be used unless accurate MOD cost estimates have been provided to the LegCo Panels or Public Works Subcommittee (PWSC). For other Cat. B or Cat. C projects, the term “to be determined” should be used. A template of the progress reports is attached in **Appendix A**.

6. Similarly, in order not to raise false expectations, project officers should refrain from disclosing the commencement and completion dates of projects under planning as far as possible. For Cat. B projects at detailed design stage, the term “under review” should be used unless a detailed programme has been provided to the LegCo Panels or PWSC. For other Cat. B or Cat. C projects, the term “to be determined” should be used.

7. Project officers should also pay attention to the handling of any other sensitive information, information of sufficient importance or that involves policy implications<sup>1</sup>. Prior to disclosing such information to the DC, the project officers should seek clearance by the respective project manager/head of the office, who may seek clearance by DCED via DDCEd if the case warrants. Clearance by the respective policy bureau should also be obtained.

8. CEDD is a core department with regular attendance to the DC meetings and will continue to coordinate inputs to the progress reports from other works departments.

9. The submission of progress reports by the development office should be made at an interval agreed with the DC.

10. If requested by the DC, the project manager/head of the development office and/or other appropriate officer should arrange to present the progress reports at a DC meeting. Representatives from other CEDD offices and other departments should be invited to attend the meeting to provide detailed information on their projects, if necessary. Any suggestions or advice received from the DC should be considered for implementation as far as possible. The DC should be informed of whether their suggestions or advice are subsequently accepted together with detailed explanations for those that could not be accommodated.

### **Enquiries**

11. Enquiries about this circular should be addressed to the Technical Secretary/ Headquarters, CEDD Headquarters.

( Signed )

( Ricky C K LAU )  
Director of Civil Engineering and Development

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<sup>1</sup> Sensitive information, information of sufficient importance or that involves policy implications include but not limited to the following types of information:

- (a) project key days and milestones;
- (b) substandard quality of works or the associated allegations;
- (c) matters jeopardise site safety and public safety, or cause serious damage to works or property; and
- (d) any other information considered sensitive that may arouse wide public concern.

.....區議會.....年/.....年度  
第.....次會議  
(.....年.....月.....日)



主要工程項目進度報告

土木工程拓展署  
.....拓展處/辦事處  
.....年.....月

*\*Insert relevant photo for the district*

## .....區主要工程項目進度報告（截至.....年.....月.....日止）

目錄頁數

- (1) 社區設施項目
- (2) 康樂及文化設施項目
- (3) 港口及填海工程
- (4) 道路工程
- (5) 渠務工程
- (6) 水務工程
- (7) 其它工務工程

## 1. ....區社區設施項目

截至.....年...月...日

工程編號 及 級別	工程名稱	預計費用 (百萬元)	決策科首 長及負責 部門/機構	動工日期 (月/年)	竣工日期 (月/年)	工程內容/備註	照片  (Optional. It is preferred to include photos in the progress report)
				.../...	.../...	<p>*工程已於...年...月...日完成。工程包括.....。</p> <p>*工程已於...年...月...日展開。現正進行.....工程。現已完成...%的工程。工程包括.....。</p> <p>*工程現正在(規劃/可行性研究/審批/設計)階段。工程包括.....。</p> <p>(Inclusion of other information considered appropriate)</p>	
				.../...	.../...	<p>*工程已於...年...月...日完成。工程包括.....。</p> <p>*工程已於...年...月...日展開。現正進行.....工程。現已完成...%的工程。工程包括.....。</p> <p>*工程現正在(規劃/可行性研究/審批/設計)階段。工程包括.....。</p> <p>(Inclusion of other information considered appropriate)</p>	

\* Select the appropriate item

## 2. ....區康樂及文化設施項目

截至.....年...月...日

工程編號 及 級別	工程名稱	預計費用 (百萬元)	決策科首 長及負責 部門/機構	動工日期 (月/年)	竣工日期 (月/年)	工程內容/備註	照片  (Optional. It is preferred to include photos in the progress report)
				.../...	.../...	*工程已於...年...月...日完成。工程包括.....。 *工程已於...年...月...日展開。現正進行.....工程。現已完成...%的工程。工程包括.....。 *工程現正在(規劃/可行性研究/審批/設計)階段。工程包括.....。 (Inclusion of other information considered appropriate)	
				.../...	.../...	*工程已於...年...月...日完成。工程包括.....。 *工程已於...年...月...日展開。現正進行.....工程。現已完成...%的工程。工程包括.....。 *工程現正在(規劃/可行性研究/審批/設計)階段。工程包括.....。 (Inclusion of other information considered appropriate)	

\* Select the appropriate item

## (3/4/5/6/7). .....區(港口及填海/道路/渠務/水務/其它工務)工程項目

截至.....年...月...日

工程編號及級別	工程名稱	預計費用(百萬元)	決策科首長及負責部門/機構	動工日期(月/年)	竣工日期(月/年)	工程內容/備註	照片 (Optional. It is preferred to include photos in the progress report)
				.../...	.../...	<p>*工程已於...年...月...日完成。工程包括.....。</p> <p>*工程已於...年...月...日展開。現正進行.....工程。現已完成...%的工程。工程包括.....。</p> <p>*工程現正在(規劃/可行性研究/審批/設計)階段。工程包括.....。</p> <p><b>(Inclusion of other information considered appropriate)</b></p>	
				.../...	.../...	<p>*工程已於...年...月...日完成。工程包括.....。</p> <p>*工程已於...年...月...日展開。現正進行.....工程。現已完成...%的工程。工程包括.....。</p> <p>*工程現正在(規劃/可行性研究/審批/設計)階段。工程包括.....。</p> <p><b>(Inclusion of other information considered appropriate)</b></p>	

\* Select the appropriate item