
	<b>Civil Engineering and Development Department</b>	
	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 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.

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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.

**Organization of the  
Working Group for Reviewing and Updating PAH**

<b>Chairman of Working Group for Reviewing and Updating PAH:</b> Dr. KWAN Shun Hang, AD(T), CEDD	
<b>Secretary of Working Group for Reviewing and Updating PAH:</b> Mr TSANG Yat Nam, Roy, TS/HQ (Atg.), 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	Ms KWAN Molly, CE/PM, WSD
Owner of Chapter 2	Ms. CHAN Mun Ming, Maggie, TS1, HQ, DSD
Owner of Chapter 3	Mr. NG Kam Leung, Julian, CE/W1, WDO, CEDD
Owner of Chapter 4	Ms. LAM Lai Hang, Mable, CE/Design, WSD
Owner of Chapter 5	Ms. LAW Po Yee, Annie, CE/LW, CEDD
Owner of Chapter 6	Ms. PUN Siu Kit, Suki, CE/SP, DSD
Owner of Chapter 7	Mr. LEUNG Chi Hung, Simon, CE4/MW, MWPMO, HyD
Owner of Chapter 8	Mr. TSANG Hin Man, Michael, CHE/K (Atg.), UR, HyD
Owner of Chapter 9	Mr TSANG Yat Nam, Roy, TS/ HQ (Atg.), CEDD

**Composition of the Working Subgroup for Reviewing and Updating Each Chapter of the PAH**

<b>Working Subgroup for Reviewing and Updating Chapter 1 (Project Planning) of PAH</b>					
<b>Responsible Department: Water Supplies Department</b>					
<b>No.</b>	<b>Post</b>	<b>Department</b>	<b>Name</b>	<b>Telephone</b>	<b>LN or E-mail address</b>
1.	Chief Engineer/ Project Management (Chairman)	Water Supplies Department	Ms KWAN Molly	2829 5655	molly_kwan@wsd.gov.hk Molly KWAN/WSD/HKSARG&WSD/CE_PM@WSD
2.	Senior Engineer/ Project Management (1) (Secretary)	Water Supplies Department	Mr. LIU Wai Hung, Thomas	2829 5633	thomas_wh_liu@wsd.gov.hk Thomas WH LIU/WSD/HKSARG@WSD
3.	Senior Engineer/Planning (SD) 1	Water Supplies Department	Mr. LEE Cho Yin, Jason	2152 5739	Jason_cy_lee@wsd.gov.hk Jason CY LEE/WSD/HKSARG
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 5504	chwong1@cedd.gov.hk CHI HANG WONG/CEDD/HKSARG
6.	Senior Engineer/Drainage System Planning, Land Drainage Division	Drainage Services Department	Ms. YIP Pui Kei, Maggie	2300 1256	maggiyip@dsd.gov.hk Maggie Pui Kei YIP/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. CHAN Mun Ming, Maggie	2594 7018	mmchan02@dsd.gov.hk &DSD/HQ/TS1@DSD
2.	Engineer/Technical 2 (Secretary)	Drainage Services Department	Ms. WONG Lai Man, Renee	2594 7101	lmwong03@dsd.gov.hk Lai Man WONG/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

<b>Working Subgroup for Reviewing and Updating Chapter 3 (Land Matters) of PAH</b> <b>Responsible Department: Civil Engineering and Development Department</b>					
<b>No.</b>	<b>Post</b>	<b>Department</b>	<b>Name</b>	<b>Telephone</b>	<b>LN or E-mail address</b>
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 &CEDD/CE_W1_WDO
2.	Senior Engineer/ 4(W), West Development Office (Secretary)	Civil Engineering and Development Department	Mr. KWOK Sin Hang, Kenny	2158 5637	shkwok@cedd.gov.hk KENNY SIN HANG KWOK/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 4, Design Division	Water Supplies Department	Mr. LAU Chun Yuen	2829 4470	cy_lau@wsd.gov.hk CYLAU/WSD/HKSARG

<b>Working Subgroup for Reviewing and Updating Chapter 4 (Project Design &amp; Estimates) of PAH</b>					
<b>Responsible Department: Water Supplies Department</b>					
<b>No.</b>	<b>Post</b>	<b>Department</b>	<b>Name</b>	<b>Telephone</b>	<b>LN or E-mail address</b>
1.	Chief Engineer/Design (Chairman)	Water Supplies Department	Ms. LAM Lai Hang, Mable	2829 4353	<a href="mailto:mable_lh_lam@wsd.gov.hk">mable_lh_lam@wsd.gov.hk</a> &WSD/CE_Des
2.	Senior Engineer/Design 4 (Secretary)	Water Supplies Department	Mr. LAU Chun Yuen	2829 4470	<a href="mailto:cy_lau@wsd.gov.hk">cy_lau@wsd.gov.hk</a> CY LAU/WSD/HKSARG
3.	Senior Engineer 11/W, Works Division	Highways Department	Ms LEE Wing Chee, Joyce	3903 6663	<a href="mailto:se11.wd@hyd.gov.hk">se11.wd@hyd.gov.hk</a> &HYD/WD/SE11/W
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 5504	chwong1@cedd.gov.hk CHI HANG WONG/CEDD/HKSARG

<b>Working Subgroup for Reviewing and Updating Chapter 5 (Contract Documents) of PAH</b> <b>Responsible Department: Civil Engineering and Development Department</b>					
<b>No.</b>	<b>Post</b>	<b>Department</b>	<b>Name</b>	<b>Telephone</b>	<b>LN or E-mail address</b>
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 &CEDD/CE_LWD
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 CHIU KEUNG LEUNG/CEDD/HKSARG
4.	Senior Engineer/Contract Advisor 1	Drainage Services Department	Mr. TSE Cheuk, Derek	2594 7122	ctse@dsd.gov.hk C TSE/HQS/DSD/HKSARG
5.	Engineer/Contract Adviser I, Headquarters	Highways Department	Mr. WUN Yu-man	2762 3360	eca1.tau@hyd.gov.hk Yu Man WUN/HYD/HKSARG
6.	Senior Engineer/Contract Adviser	Water Supplies Department	Mr. CHAU Yun Cheung	2829 5603	<a href="mailto:yc_chau@wsd.gov.hk">yc_chau@wsd.gov.hk</a> &WSD/SE_CA



<b>Working Subgroup for Reviewing and Updating Chapter 6 (Tender Procedures) of PAH</b>					
<b>Responsible Department: Drainage Services Department</b>					
<b>No.</b>	<b>Post</b>	<b>Department</b>	<b>Name</b>	<b>Telephone</b>	<b>LN or E-mail address</b>
1.	Chief Engineer/Sewerage Projects (Chairman)	Drainage Services Department	Ms. PUN Siu Kit, Suki	2594 7500	sukipun@dsd.gov.hk Suki SK PUN/DSD/HKSARG &DSD/SP/CE
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	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/BIM, Design Division	Water Supplies Department	Mr. WAN Wai Yin	3101 9263	<a href="mailto:wy_wan@wsd.gov.hk">wy_wan@wsd.gov.hk</a> &WSD/SE_BIM
6.	Senior Engineer / Contract Adviser (2), HQ	Civil Engineering and Development Department	Mr. CHENG Chuen Ho, Jerry	2760 5887	chcheng@cedd.gov.hk CHUEN HO CHENG/CEDD/HKSARG

<b>Working Subgroup for Reviewing and Updating Chapter 7 (Contract Management) of PAH</b>					
<b>Responsible Department: Highways Department</b>					
<b>No.</b>	<b>Post</b>	<b>Department</b>	<b>Name</b>	<b>Telephone</b>	<b>LN or E-mail address</b>
1.	Chief Engineer 4/Major Works, Major Works Project Management Office (Chairman)	Highways Department	Mr. LEUNG Chi Hung, Simon	2762 3503	ce4.mw@hyd.gov.hk &HYD/MW/CE4/MW
2.	Engineer 7/Route 11, MWPMO (Secretary)	Highways Department	Ms. LEE Patricia	2762 4169	<a href="mailto:e7r11.mw@hyd.gov.hk">e7r11.mw@hyd.gov.hk</a> &HYD/MW/E7/R11
3.	Senior Engineer/Contract Advisory, MWPMO	Highways Department	Mr. YIP Ping Lam	2762 3543	seca.mw@hyd.gov.hk &HYD/MW/SE/CA
4.	Senior Engineer/Contract Advisor 1	Drainage Services Department	Mr. TSE Cheuk, Derek	2594 7122	ctse@dsd.gov.hk C TSE/HQS/DSD/HKSARG
5.	Senior Engineer/Construction 2	Water Supplies Department	Ms. TSO Yuk Kei, Ruth	2152 5732	<a href="mailto:ruth_yk_tso@wsd.gov.hk">ruth_yk_tso@wsd.gov.hk</a> &WSD/SE_C[2]
6.	Senior Engineer/3(E), East Development Office	Civil Engineering and Development Department	Mr. LI Chi Kwok, Eric	3842 7098	chikli@cedd.gov.hk CHI-KWOK LI/CEDD/HKSARG

<b>Working Subgroup for Reviewing and Updating Chapter 8 (Term Contract Works) of PAH</b> <b>Responsible Department: Highways Department</b>					
<b>No.</b>	<b>Post</b>	<b>Department</b>	<b>Name</b>	<b>Telephone</b>	<b>LN or E-mail address</b>
1.	Chief Highway Engineer/Kowloon (Chairman)	Highways Department	Mr. TSANG Hin Man, Michael	2707 7438	chek.u@hyd.gov.hk &HYD/Urban/CHE/K
2.	Senior Engineer/Technical Services, Urban Region (Secretary)	Highways Department	Mr. CHONG Chiu Ming	3741 2856	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	clivelee@cedd.gov.hk CLIVE CHI KIN LEE/CEDD/HKSARG

<b>Working Subgroup for Reviewing and Updating Chapter 9 (Measurement Procedure) of PAH</b> <b>Responsible Department: Civil Engineering and Development Department</b>					
<b>No.</b>	<b>Post</b>	<b>Department</b>	<b>Name</b>	<b>Telephone</b>	<b>LN or E-mail address</b>
1.	Technical Secretary, HQ (Chairman)	Civil Engineering and Development Department	Mr. TSANG Yat Nam, Roy	2762 5460	yntsang@cedd.gov.hk &CEDD/TS_HQ_TSU
2	Engineer/ Technical 2, HQ (Secretary)	Civil Engineering and Development Department	Mr. WONG Chun Yip, Martin	3758 3520	cywong@cedd.gov.hk &CEDD/E_TECH2_TSU
3.	Senior Engineer/Contract Advisor 1	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	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**

