

**Terms of Reference of the
Inter-Institutional Equipment Committee**

The Inter-Institutional Equipment Committee (IIEC), reporting to the University Grants Committee, is an advisory body formed by the nominated representatives of the eight UGC-funded institutions (i.e. CityU, HKBU, LU, CUHK, HKIEd, PolyU, HKUST and HKU). The Chairman of the Inter-Institutional Equipment Committee is to be elected from one of the members. The terms of reference of the Committee are -

- (a) to receive and consider proposals from the institutions to purchase any equipment item, including computer software, costing HK\$1,000,000 or above, irrespective of whether the purchase is funded from UGC or non-UGC funds;
- (b) where appropriate, to advise the procuring institution and the UGC as to -
 - existing equipment with surplus capacity which might be made available;
 - opportunities for sharing equipment;
 - the price of the proposed equipment and the service/maintenance facilities available; and
 - any other factors which might influence a decision to purchase.
- (c) to receive from the institutions (through a coordinator) a consolidated list of major equipment items, costing more than HK\$500,000 each, including items funded from UGC and non-UGC funds;
- (d) to receive from the institutions (through a coordinator) regular updates of the information in (c) above;
- (e) to receive information from the institutions on disposals of obsolete and/or surplus academic equipment, each costing HK\$500,000 or above;
- (f) to co-ordinate information on longer-term purchasing proposals by the institutions and to identify longer-term purchasing strategy; and
- (g) to promote joint inter-institutional purchasing activities.

Inter-Institutional Equipment Committee
Procedures for Acquisition of
An Equipment Item Costing HK\$1,000,000 or Above

I. Introduction

The Inter-Institutional Equipment Committee (IIEC), reporting to the University Grants Committee, is an advisory committee formed by the representatives of the eight UGC-funded institutions i.e. City University of Hong Kong (CityU), Hong Kong Baptist University (HKBU), Lingnan University (LU), The Chinese University of Hong Kong (CUHK), The Hong Kong Institute of Education (HKIEd), The Hong Kong Polytechnic University (PolyU), The Hong Kong University of Science and Technology (HKUST) and The University of Hong Kong (HKU). The main functions of the Committee are, among others, to consider proposals for the purchase of major equipment and to explore opportunities for sharing the usage of such equipment.

II. Equipment purchase costing HK\$2,500,000 or above

An institution which proposes to purchase an equipment item costing HK\$2,500,000 or above is required to submit the proposal to the IIEC for comment, and to the UGC for approval/information. The procedures are set out in Sections (A) to (C) below. Moreover, all such purchases should be reported to the UGC annually in the context of the IIEC Annual Report.

(A) Procedures for equipment wholly funded from UGC funds (including RGC funds)

- (a) An institution which proposes to purchase an equipment item costing HK\$2,500,000 or above and funded wholly from UGC (including RGC) funds will notify the IIEC members at the sister institutions, using the form at Attachment A with a copy to the UGC Secretariat. This form is in two parts with Part I being the description of the proposed equipment and related information. Part II comprises comments from IIEC members of other institutions, which should be returned to the procuring institution within three weeks from the date of the notification or any other date as may be specified by the procuring institution.
- (b) The procuring institution should provide sufficient information to the sister institutions to enable them to give useful comments on the proposed purchase including the possibility of shared use of equipment

among institutions, possibility of duplicate purchase of equipment, tender specifications and rough order of costs, *etc.*

- (c) The IIEC will consider in Committee any critical comments of substance on the advisability of a particular purchase before the procuring institution submits the proposal to the UGC for approval.
- (d) For the purpose of (a), bulk purchased equipment costing HK\$2,500,000 or above, the institution may decide whether the proposed bulk purchase should be processed in accordance with the procedures.
- (e) For the purpose of (a), an equipment item for administrative use and not available for sharing, costing HK\$2,500,000 or above, the procuring institution should process in accordance with the procedures but is only required to inform UGC Secretariat instead of seeking its approval.
- (f) Where the IIEC still cannot reach a unanimity of view in favour of a purchase, the proposal will be circulated to the UGC for advice.
- (g) After having received comments from other institutions, the procuring institution should submit an application to the UGC Secretariat for approval. The application should be accompanied by the comments from sister institutions, responses of the procuring institution to such comments, tender board reports if available (omitting commercially sensitive information where necessary), and other necessary information to demonstrate that the proposed purchase is considered by all institutions. If a sister institution has queries on the proposed purchase, it is the responsibility of the institution to clarify them with the procuring institution. After clarification, the sister institution should then indicate unequivocally whether the institution supports the proposal.
- (h) In straightforward cases, the Secretary-General, UGC will approve the proposed purchases. Approved purchases will be reported to the UGC annually in the context of the IIEC Annual Report.
- (i) After the acquisition of an equipment item, the procuring institution will inform the coordinator for updating the consolidated list of major equipment, using the form at Attachment B.

(B) Procedures for equipment partly funded from UGC funds (including RGC funds)

- (a) An institution which proposes to purchase an equipment item costing HK\$2,500,000 or above and funded partly from UGC (including RGC)

funds, is required to submit the proposal to the IIEC for comment in accordance with the procedures at Section A(a)-(f) above.

- (b) The procuring institution is required to submit the proposal to the UGC for approval in accordance with the procedures at Section A(g)-(h) above, if-
 - The proposed purchase is predominantly (i.e. more than 50%) funded from UGC (including RGC) funds; or
 - UGC (including RGC) funds of HK\$2,500,000 or above will be used for the purchase of the equipment.
- (c) In circumstances other than those described in B(b) above, the procuring institution is required to submit the proposal to the UGC for information only. Approval from the UGC is not required.
- (d) After the acquisition of an equipment item, the procuring institution is required to inform the coordinator for updating the consolidated list of major equipment, using the form at Attachment B.

(C) Procedures for equipment wholly funded from non-UGC funds

- (a) An institution which proposes to purchase an equipment item costing HK\$2,500,000 or above and funded wholly from non-UGC funds is required to submit the proposal to the IIEC for comment in accordance with the procedures at Section A(a)-(f) above.
- (b) The procuring institution is required to submit the proposal to the UGC for information only. Approval from the UGC is not required.
- (c) After the acquisition of an equipment item, the procuring institution is required to inform the coordinator for updating the consolidated list of major equipment, using the form at Attachment B.

III. Equipment purchase costing HK\$1,000,000 to less than HK\$2,500,000

- (a) An institution which proposes to purchase an equipment item costing HK\$1,000,000 to less than HK\$2,500,000 does not require approval from or inform the UGC. The institution is however strongly encouraged to submit the proposal to the IIEC and seek its advice and comment by using the form at Attachment A.
- (b) The IIEC should consider any critical comments of substance on the advisability of a particular purchase as tendered by sister institutions,

and revert with advice and suggestion to the institution concerned. The latter should take into account IIEC's views in making the decision on purchase of the equipment item.

- (c) After the acquisition of an equipment item, the procuring institution will inform the coordinator for updating the consolidated list of major equipment, using the form at Attachment B.
- (d) All such purchases should be reported to the UGC annually in the context of the IIEC Annual Report.

FORM IIEC 1
(Rev February 2007)

Inter-Institutional Equipment Committee

NOTIFICATION TO SISTER INSTITUTIONS OF
PROPOSAL FOR PURCHASE OF AN EQUIPMENT ITEM
COSTING HK\$1,000,000 TO LESS THAN \$2,500,000
(NOT REQUIRING UGC'S APPROVAL)/

HK\$2,500,000 OR MORE (REQUIRING UGC'S APPROVAL)

(Please refer to IIEC's procedures for acquisition of an equipment item costing

(a) HK\$1,000,000 to less than HK\$2,500,000 [Section III] /

(b) HK\$2,500,000 or more [Section II])

Part I (To be completed by the procuring institution)

To : _____ (Name of sister institution)

1. Name of procuring institution:
2. Description of equipment:
3. Cost of equipment:
 - (a) Estimated order of cost: HK\$
 - (b) Estimated annual maintenance cost (including electricity, spare parts, agents' maintenance contracts, etc. but excluding staff costs) : HK\$
4. Proposed location of equipment:
5. Proposed installation date:
6. Life expectancy of equipment (after taking into account the state-of-art and future technological advancement, please advise when the equipment is expected to become obsolete):
7. Potential users of the equipment (please specify name of department):
 - (a) For teaching:
 - (b) For research:

8. Level of use:
- (a) Estimated number of staff members and/or students expected to use the equipment:
- (b) Estimated number of hours of utilization, percentage of utilization and utilization pattern per annum/month/week (as appropriate):
 [Note: The utilization pattern refers to the frequency of the equipment being used in a year. For example, the proposed equipment will be used for research for whole day for seven consecutive months and be left unused for five months in a year.]
- (i) For teaching:
- (ii) For research:
9. Whether the equipment will be available for use by other institutions, including collaborative research with staff of other institutions:
- Yes*
- Name of contact person : _____
- Telephone number of contact person : _____
- No*
10. Source of finance for the purchase:
- Amount of UGC funds (including RGC funds) : HK\$ _____
- Amount of non-UGC funds : HK\$ _____
11. Reason for purchase[#]:
- For new development*
- For expansion of the existing facilities*
- For replacement of equipment which has become obsolete*
12. If the proposed equipment is for replacement of an existing one, please provide the following information for the existing equipment:
- Year of purchase : _____
- Please advise why upgrading of existing equipment is not a feasible option:
- _____
- _____
- _____
13. Date of reply from sister institutions (3 weeks from date of notification, unless otherwise specified below):
14. For further enquiry:
- Name of contact person : _____
- Post title of contact person : _____
- Telephone number of contact person : _____

15. The tender specifications are attached.

Signature : _____

Name in block letters : _____

Designation : _____

Date : _____

If there is a similar equipment in the procuring institution, part II should be completed as appropriate.

** Please tick in the box as appropriate.*

Part II (To be completed by other non-procuring institution)

To : _____ (Procuring institution)

1. Availability of similar equipment in my institution:

Yes*

If there is similar equipment, please advise:

(a) Brand/model details and the year of purchase of the similar equipment.

(b) the number of hours of utilization and percentage of utilization (say per month or per year as appropriate) of the similar equipment in my institution.

(c) the estimated number of hours (say per month or per year as appropriate) that the similar equipment is available for use by other institutions.

(d) whether the equipment proposed for purchase by the procuring institution can perform more/less functions and capabilities than the similar equipment in my institution. Please elaborate as appropriate.

(e) whether there is the practice of shared use of the similar equipment with other institutions currently and in the past two years.

(f) apart from answers in 1(a) to (e) above, is/are there any reason(s) that preclude the shared use of the similar equipment in my institution with others. If yes, please elaborate.

No*

* Please tick in the box as appropriate.

Where appropriate, please give answers for questions 2 to 5.

2. Availability of similar equipment in other sister institutions. Please state the name of institution and contact person (if known).

3. Appropriateness of specification of the proposed equipment in relation to its proposed use and estimated cost.

4. Experience with the suppliers invited to tender in relation to supply, installation and maintenance, and appropriateness of the list of invited tenderers, etc.

5. Potential use of the proposed equipment and whether there is plan to purchase similar equipment in my institution. If yes, please provide details such as proposed timing for purchase and whether joint purchase for the equipment in question with the procuring institution is feasible.

Signature : _____

Name in block letters : _____

Designation : _____

Name of Institution : _____

Date : _____

** Please tick in the box as appropriate.*

Inter-institutional Equipment Committee
Consolidated Database of Major Equipment held by Institutions
Request for Creation of New Record

Item Code Supplier Code Institution (Note 1)

Description

Manufacturer

Brand Model

Generic Name

Year Acquired Year Manufactured Fixed Asset No.

Charges per (hour/session/day/use...)

Consumables

Disciplines (Note 2)

Application Areas (Note 3)

Contact Person 1

Tel 1 Fax 1 Email 1

Contact Person 2

Tel 2 Fax 2 Email 2

Sharing (term time) % Sharing (summer) %

Standalone (Y/N) If no, accessory to Item Code

Please attach (if available):
Photo : print or negative, or file in .JPG or .TIFF
Specification (1-2 pages) or file in .PDF or Word
Brochure or leaflet from manufacturer or file in .PDF

Please return to: Ms. Katy Lee
Finance Office of City University of Hong Kong,
1/F, To Yuen Building,
31 To Yuen Street,
Kowloon
Tel: 3442 6380
Fax: 3442 0101 Email: foiiec@cityu.edu.hk

Attachment B
(To Annex 4C)

Inter-Institutional Equipment Committee Notice of Major Equipment Movement

Please use this Form to update the Consolidated List of Major Equipment held by your Institution.

By Fax Only	Fax : 3442 0101	Date : ____/____/____ (DD/MM/YY)
To : City University of Hong Kong Attn : Ms Katy LEE		
From: _____ Institution	Contact : _____ Name	_____ Telephone

(A): Amendment	Item Code :
1. Equipment Description : _____ _____ _____	
2. Manufacturer/Brand : _____	3. Model Number: _____
4. Location of Department : _____	5. Contact Person : _____
6. Telephone No. : _____	7. Date of Acquisition/Disposal : _____
8. Major Application Area Code : _____	
(B): Deletion	Item Code :
1. Equipment Description : _____ _____ _____	

For further assistance, please contact Ms Katy LEE of City University of Hong Kong by telephone 3442 6380 or e-mail : foiiec@cityu.edu.hk .

For new purchase of equipment with unit value over HK\$500,000, please fill in separate form for creation of new record.

CityU Use only	Received	Updated	Version	Item Code

Last update : Feb 2007

Attachment B
(To Annex 4C)

Note 1: Institution Code

Code	Institution
CITYU	City University of Hong Kong
CUHK	The Chinese University of Hong Kong
HKBU	Hong Kong Baptist University
HKIED	The Hong Kong Institute of Education
PolyU	The Hong Kong Polytechnic University
HKU	The University of Hong Kong
HKUST	The Hong Kong University of Science and Technology
LU	Lingnan University

Note 2: Major Discipline Code (Multiple disciplines encouraged)

Code	Discipline	Code	Discipline
1	Agriculture	41	Oral Radiology
2	Anaesthesiology	42	Oral Surgery and Oral Medicine
3	Anatomy	43	Orthopaedic
4	Applied Linguistics	44	Paediatrics
5	Architecture	45	Pathology
6	Art and Design	46	Periodontology and Public Health
7	Audio/Visual Aids	47	Pharmacology
8	Biochemistry	48	Physical Education
9	Biology	49	Physical Geography
10	Botany	50	Physics
11	Building	51	Physiology
12	Business Management	52	Prosthetic Dentistry
13	Chemical Engineering	53	Psychiatry
14	Chemistry	54	Publication and Media
15	Civil Engineering	55	Radiation Ontology
16	Communication	56	Radioisotope
17	Computer	57	Radiology
18	Dentistry	58	Rehabilitation Services
19	Diagnostic Services	59	Research Centre
20	Electrical Engineering	60	Surgery
21	Facilities	61	Surveying
22	Health Services	62	Zoology
23	Hospitality Management	63	Multiple Disciplines Are Encouraged
24	Industrial & Manufacturing Engineering	64	This code has been abandoned
25	Laboratory Services	65	This code has been abandoned
26	Library	66	Semiconductor materials
27	Marine Engineering	67	Environmental Engineering
28	Materials Characterization and Testing	68	Gait Analysis
29	Materials Science & Technology	69	Biomechanics
30	Mathematics	70	Informatics
31	Mechanical Engineering	71	This code has been abandoned
32	Medicine	72	Computational mechanics
33	Microbiology	73	Electronic Engineering
34	Microelectronics	74	Structural Engineering
35	Microscopy	75	Atmosphere Research
36	Music	76	High-Speed Signal Processing
37	Nautical Studies	77	Nonlinear Eddects
38	Obstetrics and Gynaecology	78	Optical Communication
39	Optometry and Radiography	79	Chemical Genetics
40	Oral Biology	80	Manufacturing

Note 3: Application Areas

Please fill in functional or specialist areas, eg. optical communication, non-destructive testing, language laboratory, library system, non-invasive diagnosis, etc. Multiple areas are encouraged.

Last update : Feb 2007