

**Government Guidelines Applicable to  
UGC-funded Institutions' Capital Works Projects**

Environment, Transport and Works Bureau Technical Circular (Works) No. 1/2007 sets out the government circulars (issued up to 2007) that may be relevant to the publicly-funded projects of the UGC-funded institutions. The relevant technical and newly-issued circulars can be found at the website of Development Bureau (<http://www.devb-wb.gov.hk>). The circulars are subject to review and update by the Government from time to time. Apart from the technical circulars, the Government issues information in respect of various building aspects – such as code of practice for energy efficiency and adoption of advanced energy saving technologies issued by the Electrical and Mechanical Services Department. Hence, the circulars listed below are not exhaustive. UGC-funded institutions should check out the latest requirements promulgated by the Government from time to time, and may consult the UGC's Technical Adviser (Architectural Services Department) if necessary.

2. The more commonly-referred circulars are listed below for easy reference :

| <b>Circular No.</b>                                  | <b>Subject</b>   |
|--|--|
| <b>Development Bureau Technical Circular (Works)</b> |  |
| 11/2007  | Heritage Impact Assessment Mechanism for Capital Works Projects  |
| 4/2008   | Direct Employment of Resident Site Staff by Consultants  |
| 5/2009   | Green Government Buildings   |
| <b>Lands and Works Branch Technical Circular</b>     |  |
| 27/83  | Appointment of Nominated Sub-contractors and Specialist Contractors and the vetting of the Financial Capability of Contractors to undertake Public Works Contracts |
| 14/85  | Extensions of Time for Completion of Contracts   |

| <b>Circular No.</b>  | <b>Subject</b>  |
|--|---|
| 26/85  | Provision of Land for Government Projects or Use  |
| <b>Works Branch Technical Circular</b>                                     |   |
| 13/90  | Ground Investigation  |
| 16/91  | Administration of Consultants   |
| 2/93   | Public Dumps  |
| 2/93B  | Public Filling Facilities   |
| 24/93  | Construction Standards Used in Hong Kong  |
| <b>Works Bureau Technical Circular</b>                                     |   |
| 25/99  | Incorporation of Information on Construction and Demolition Material Management in PWSC Papers  |
| 12/2000  | Fill Management   |
| 15/2001  | Fee Proposal for Consultancy Agreement Lump Sum Fee and Summary Breakdown of Lump Sum Fee   |
| 24/2001  | Simplified Tendering Arrangement for Capital Works  |
| <b>Environment, Transport and Works Bureau, Technical Circular (Works)</b> |   |
| 33/2002  | Management of Construction and Demolition Material including Rock   |
| 13/2003  | Guidelines & Procedures for Environmental Impact Assessment of Government Projects and Proposals  |
| 13/2003A   | Guidelines & Procedures for Environmental Impact Assessment of Government Projects and Proposals Planning for Provision of Noise Barriers |
| 21/2003  | Contract Price Fluctuation System for Civil Engineering and Building Contracts  |
| 31/2004  | Trip Ticket System for Disposal of Construction & Demolition Materials  |
| 16/2005  | Adoption of Energy Efficient Features and Renewable Energy Technologies in Government Projects and Installation                           |
| 19/2005  | Environmental Management on Construction Sites  |

| <b>Circular No.</b>   | <b>Subject</b>  |
|---|---|
| 04/2006   | Delivery of Capital Works Projects  |
| 03/2006   | Tree Preservation   |
| <b>Housing Planning and Lands Bureau / Environment, Transport and Works Bureau Joint Technical Circular</b> |   |
| 1/2006  | Air Ventilation Assessments   |
| <b>Financial Circular</b>   |   |
| 4/95  | Money of the Day Project Estimates in the Non-ACP Public Works Programme and Capital Subvention Building Projects   |
| 9/96  | Estimates of Consultants' Fees for Projects in the Public Works Programme and for Capital Subvention Building Projects  |
| 2/99  | Estimates of Consultants' Costs for Projects in the Public Works Programme, for Capital Subvention Building Projects and for Works-related Studies funded under the General Revenue Account |
| 11/2001   | Requirement for Project Definition Statement and Technical Feasibility Statement for Capital Works Projects   |
| 11/2004   | Capital Works Programme   |
| 3/2008  | User Guide on the Finance Committee, Establishment Subcommittee and Public Works Subcommittee   |