

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

The relevant technical and newly-issued circulars that may be relevant to the publicly-funded projects of the UGC-funded institutions 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 :

Circular No.	Subject
Development Bureau Technical Circular (Works)	
4/2008	Direct Employment of Resident Site Staff by Consultants
6/2009	Heritage Impact Assessment Mechanism for Capital Works Projects
6/2010	Trip Ticket System for Disposal of Construction & Demolition Materials
2/2011	Encouraging the Use of Recycled and other Green Materials in Public Works Projects
3/2012	Site Coverage of Greenery for Government Building Projects
2/2015	Green Government Buildings

Circular No.	Subject
Lands and Works Branch Technical Circular	
27/83	Appointment of Nominated Sub-contractors and Specialist Contractors and the vetting of the Financial Capability of Contractors to undertake Public Works Contracts
26/85	Provision of Land for Government Projects or Use
Works Branch Technical Circular	
13/90	Ground Investigation
2/93	Public Dumps
2/93B	Public Filling Facilities
24/93	Construction Standards Used in Hong Kong
12/2000	Fill Management
24/2001	Simplified Tendering Arrangement for Capital Works
Environment, Transport and Works Bureau, Technical Circular (Works)	
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
19/2005	Environmental Management on Construction Sites
4/2006	Delivery of Capital Works Projects
10/2013	Tree Preservation
Housing Planning and Lands Bureau / Environment, Transport and Works Bureau Joint Technical Circular	
1/2006	Air Ventilation Assessments

Financial Circular	
4/2010	User Guide on the Finance Committee, Establishment Subcommittee and Public Works Subcommittee
3/2012	Capital Works Programme
4/2012	Requirement for Project Definition Statement and Technical Feasibility Statement for Capital Works Projects
5/2012	Optimisation of Site Utilisation for Capital Works Projects
5/2014	Consultants' Fees and Resident Site Staff Costs for Works Projects
3/2016	Furniture and Equipment for Capital Works Projects Funded under the Capital Works Reserve Fund
Handbooks	
Architectural and Associated Consultants Selection Board (AACSB) Handbook	
Engineering & Associated Consultants Selection Board (EACSB) Handbook	
Project Administration Handbook for Civil Engineering Works	