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Group : 16

1 June 2004

**Environment, Transport and Works Bureau**  
**Technical Circular (Works) No. 11/2004**

**Cyber Manual for Greening**

**Scope**

This Circular promulgates and sets out the maintenance responsibilities on the government-wide greening manual called 'Cyber Manual for Greening'.

2. This Circular has been agreed by Director of Agriculture, Fisheries and Conservation, Director of Buildings, Director of Leisure and Cultural Services and Director of Planning.

**Effective Date**

3. This Circular takes immediate effect.

## **Effect on Existing Circular**

4. This Circular has no effect on existing circulars.

## **Background**

5. Following the vesting of the greening policy with the Works Branch of the Environment, Transport and Works Bureau (ETWB) in mid 2002, a Steering Committee on Greening (SCG) was set up under the chairmanship of the Permanent Secretary for the Environment, Transport and Works (Works) to promote greening in Hong Kong. Among the various greening initiatives formed by SCG, it was decided that a government-wide greening manual be prepared as a reference document to help promotion on greening.

6. The manual is designed to be web based called the 'Cyber Manual for Greening' (the Manual). It consolidates all documents on the subject of greening, including circulars, practice notes, standards, guidelines, specifications etc. that are kept by all departments with planting and maintenance responsibilities on vegetation in Hong Kong. The objective of the Manual is to facilitate sharing of information, improve understanding, enhance cooperation, and promote uniform standards across all government departments on greening. As the Manual is for internal reference, it is posted on the government *intranet*, the 'Central Cyber Government Office' (CCGO) portal (<http://portal.ccgo.hksarg/index.jsp>) under the heading 'Other Useful Information' which is accessible by ALL government departments.

## **Management and Maintenance of the Manual**

7. The Manual is divided into sections and each section is assigned to a section editor. The list of sections contained in the Manual and the names of the departments as section editors are given at Appendix A. Each section covers a major area in greening.

8. Section editors should assign an officer to be responsible for the maintenance and updating of the information in the section under its purview. In case the documents in a section are contributed from more than one department, the section editor shall coordinate all the contributing departments for any modification, addition or replacement of the documents in the section. Contributing departments may also approach the section editor for any modification, addition or replacement of the document to be included in the relevant section of the Manual. Documents may be included by hyper-linking web pages held in the systems of the contributing departments and other relevant departments (after notification) if appropriate.

9. It is incumbent upon the contributors to the Manual to assist and participate actively in the editing process, particularly if the document is the *single* authoritative guideline to be adopted by the whole government in certain aspect of greening.

10. Where a section of the Manual requires review or updating pursuant to paragraph 8 above, the section editor will coordinate the proposed change and prepare the amendment to the Section before circulation to relevant parties concerned for comments if appropriate. The section editor shall look out for the conflicts in policies and practices as may be contained in the Section of the Manual including the information provided by the contributing departments, and help resolve them. If the conflict involves wide implication, the advice of ETWB should be sought.

11. After the proposed modification, addition or replacement has been agreed by all relevant parties concerned, the section editor will forward the amended version of the Section including the relevant web pages and associated PDF or Word documents for upload on to the CCGO portal through the Chief Assistant Secretary (Works) 5 of ETWB. ETWB will coordinate the publishing of the Manual.

## **Document Format**

12. The format of the document files may be:

- (a) PDF (if departments wish the document to be non-editable such as policy issues);
- (b) Word format (if the document is allowed for further editing and inclusion in contract documents); and
- (c) PDF files for standards and drawings.

**( C S Wai )**  
**Deputy Secretary for the Environment,**  
**Transport and Works (Works) 2**

**Cyber Manual for Greening**  
**Sections and Section Editors**

<b><u>Section</u></b>	<b><u>Title</u></b>	<b><u>Section Editor</u></b>
1	Greening and Landscape Assessment in Town Planning	Planning Department
2	Slope Landscaping	Civil Engineering Department
3	Highway Landscaping	Highways Department
4	Architectural Landscaping	Architectural Services Department
5	Promotion of Greening on Private Developments	Buildings Department
6	Afforestation	Agriculture, Fisheries and Conservation Department
7	Maintenance	Leisure and Cultural Services Department
8	Tree Felling, Protection and Preservation	Environment, Transport and Works Bureau
9	Reference Materials	Environment, Transport and Works Bureau