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GOVERNMENT SECRETARIAT
PLANNING, ENVIRONMENT AND
LANDS BRANCH, &
WORKS BRANCH
MURRAY BUILDING
GARDEN ROAD
HONG KONG

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Planning, Environment and Lands Branch Technical Circular No. 2/96

Works Branch Technical Circular No. 19/96

Administration of Digital Geographic Data

Introduction

1. This circular supersedes PELB TC 3/93 or WB TC 33/93, "Catalogue of Digital Geographically-referenced data".
2. This Circular advises on the policy on the administration of digital geographic data for the various Geographic Information Systems (GIS) in the Works Group and Planning, Environment and Lands Group of departments ("W-PEL departments"). This Circular is agreed by the Secretary for Works and the Secretary for Planning, Environment and Lands and will apply to both groups of departments.
3. This Circular shall be read in conjunction with PELB TC 3/96 or WB TC 20/96 - "Documentation of Digital Geographic Data".

Definitions

4. "*Digital Geographic Data*" shall be as defined in PELB TC 3/96 or WB TC 20/96.

Background

5. W-PEL departments are major producers and users of geographic data. In recent years, significant progress has been made in W-PEL departments in employing GIS in capturing, updating and analyzing geographic data. Some departments already own several GISs and many more GISs are at different stages of development. In light of these current developments, a policy should be instituted for proper administration of the digital geographic data in departments to ensure that the data are structured, collected, processed, documented and maintained as effectively as possible.
6. Although the previous WBTC 33/93, (or PELB TC 33/93) stipulates the appointment of a GIS Manager in departments to oversee the development of GISs, the recent proliferation of GISs and fast expansion of the digital geographic data require the

departmental establishment to be suitably strengthened to cope with the growing developments.

Policy

7. Departments who have implemented GISs should appoint one GIS Manager to oversee the various GIS within the department, and one GIS Administrator for each GIS. The GIS Manager should be responsible for coordinating the development of GISs at departmental level and GIS Administrators for managing the planning, implementation, operation and maintenance of the system.

8. Departments should advise LIC, LandsD of the particulars of the GIS Manager and GIS Administrators, whenever the appointment is newly made, or there is any change to the existing appointment.

9. The responsibilities for GIS Managers and GIS Administrators are set out in details in Appendix A.

(Bowen Leung)
Secretary for Planning,
Environment and Lands

(H. S. Kwong)
Secretary for Works

Responsibility of GIS Managers/Administrators

GIS Manager

The responsibilities for the GIS Manager are as follows-

- (a) to formulate and implement the departmental strategy for developing GIS. Such strategy should cover-
 - (i) capturing and refining geographic data cost-effectively through the implementation of data standards to facilitate data sharing and re-use;
 - (ii) establishing necessary standard on data infrastructure including data modelling, data definitions etc. As far as is practicable, standardising hardware and software platform for proposed GISs to optimise the investment in hardware, software and training; and
 - (iii) instituting departmental procedures and guidelines to ensure, in so far as possible, the interoperability among various GISs.
- (b) to coordinate the production and maintenance of documentation for Digital Geographic Data in accordance with PELB TC 3/96 or WB TC 20/96 for the department's GISs; and
- (c) to oversee and coordinate the work of the GIS Administrators in the department

GIS Administrator

The proposed responsibilities for the GIS Administrator are as follows-

- (a) to formulate proposals for development of GIS in accordance with the departmental GIS strategy developed by the GIS Manager;
- (b) to manage the implementation, operation and maintenance of GISs; and
- (c) to produce and maintain documentation for Digital Geographic Data for GIS in accordance with PELB TC 3/96 or WB TC 20/96.