

**For information on  
7 March 2013**

**Legislative Council Panel on Home Affairs  
Supplementary Information on Signature Project Scheme**

**Background**

At the meeting of the Panel on Home Affairs on 18 February 2013, Members requested the Home Affairs Department (HAD) to provide information on the guidelines with respect to the engagement of consultants and contractors, as well as the monitoring of project implementation and delivery for compliance by the 18 District Councils (DCs) in implementing their Signature Project Scheme (SPS) projects.

**Response**

2. The required information is appended below.

(A) *Engagement of consultants and contractors*

3. If a DC partners with a government department to implement an SPS project, the engagement of consultant(s) for the works component of the project must be done in accordance with established procedures under the Public Works Programme. If a DC partners with a non-government organisation in implementing the project, the consultant(s) engaged must be registered construction professional(s) in Hong Kong or equivalent.

4. With respect to the engagement of contractors under the SPS, such contractors should be appointed from the “Lists of Approved Contractors” maintained by relevant government departments.

(B) *Monitoring of project implementation and delivery for compliance*

5. DCs are required to adhere to the following procedures when they implement their SPS projects:–

- (a) After a DC has finalised its project proposal, it must submit a “preliminary proposal” to HAD, outlining the framework of the proposal and such information as the scope of the project, the prospective partner(s), project cost estimate and implementation timetable, etc.
- (b) After the acceptance of the “preliminary proposal” by HAD, the DC must submit a “detailed proposal” covering the following areas:–
  - (i) Detailed description of the project;
  - (ii) Financial arrangement;
  - (iii) Implementation details;
  - (iv) Social benefits; and
  - (v) Partnering organisation(s) (if applicable).
- (c) The works components of the “detailed proposal” must comply with the prevailing Capital Works Reserve Fund requirements in project planning and implementation, including the definition of project scope, confirmation of technical feasibility and assessment of project cost, etc.

6. After the “detailed proposal” has been accepted by HAD and funding approval has been obtained from the Finance Committee of the Legislative Council, the DC may proceed with project implementation. The DC and its partnering organisation(s), if any, must submit to HAD a master programme and implement the project accordingly. In assisting the DCs in implementing the project, HAD’s District Officers (DOs) must abide by the existing administrative and financial arrangements, such as the “Stores and Procurement Regulations” which require that procurement must be made on an open and competitive basis. The partnering organisation(s), if any, are required to declare conflict of interests to DOs or undertake to do so before the relevant procedures or arrangements commence.

7. If an SPS project requires the hiring of non-civil service contract staff, the recruitment process must be open, fair and competitive. HAD is preparing a guide for DOs in this regard.

8. For non-works components of the projects, DOs and partnering organisations, if any, should in general make reference to a list of permissible items of expenditure prepared by HAD and comply with the requirements governing invitations for tenders or written quotations in the procurement of goods and services, etc. Procurement of non-permissible items of expenditure would be subject to consideration by HAD on an exceptional and case-by-case basis.

9. DCs must make their best efforts to monitor the progress, implementation, finance and outcome of their SPS projects. Depending on the nature of their projects, DCs may form a dedicated committee or task their District Facilities Management Committee or a relevant committee to do so.

10. DCs and partnering organisations, if any, must submit regular progress reports, including annual evaluation reports and auditor's reports, to the Director of Home Affairs. HAD will set up a Steering Committee to closely oversee the implementation of SPS projects in 18 districts in accordance with the plans submitted by DCs and provide assistance as and when appropriate.

**Home Affairs Department**  
**March 2013**