

**Membership and Terms of Reference of
Project Supervision Committee, Project Coordination Meeting and
Contract Review Meeting**

	Membership	Terms of Reference
Project Supervision Committee ¹	<p><u>Chairman</u> Director of Highways</p> <p><u>Members</u> Transport and Housing Bureau</p> <ul style="list-style-type: none"> - Deputy Secretary for Transport & Housing (Transport)¹ or representative <p>Railway Development Office ("RDO"), Highways Department ("HyD")</p> <ul style="list-style-type: none"> - Principal Government Engineer/Railway Development - Government Engineer/Railway Development 2 - Chief Engineer/Railway Development 2-3 <p>MTR Corporation Limited ("The Corporation")</p> <ul style="list-style-type: none"> - Projects Director - General Manager – XRL - General Manager – XRL Civil Construction - Programming Manager – XRL <p><u>Ad hoc Members</u> Representative(s) of other relevant Government departments (on need basis)</p> <p><u>Secretary</u> Senior Engineer/XRL(3), RDO, HyD</p>	<p>(a) To review the progress and programme of project activities including design, construction and commissioning;</p> <p>(b) To review overall project expenditure and cashflow, including the Project Control Total;</p> <p>(c) To review project procurement activities;</p> <p>(d) To monitor post tender award cost control;</p> <p>(e) To monitor resolution of contractual claims and proposed commercial settlements; and</p> <p>(f) To discuss any key issues relating to the project.</p>
Project Coordination Meeting ^{1, 2}	<p>There was no "Membership" and "Terms of Reference" of Project Coordination Meetings. These meetings started off as informal working group meetings as early as in late 2007. An officer at Assistant Director level of HyD holds monthly Project Coordination Meetings with the Corporation's General Managers and Project Managers to monitor various activities for the delivery of the Project including, but not limited to, timely completion of land matters, resolution of third party requests, key issues on the design, construction, environmental matters that may have potential impact on the progress and programme of the Project as well as interfacing issues with other projects.</p>	
Contract Review Meeting ³	<p>An officer, at Chief Engineer level, holds monthly Contract Review Meetings with site supervision staff of the Corporation for major civil and electrical & mechanical works. In case of delays encountered by the Corporation's contractors, the Corporation would report measures being considered to mitigate such a delay.</p>	

¹ Source: Letter dated 18 February 2015 from the Highways Department to the Clerk to Select Committee.

² Written Statement of Mr Peter LAU Ka-keung, Director of Highways, paragraph 26.

³ Written Statement of Mr Peter LAU Ka-keung, Director of Highways, paragraph 27.