

Membership and Terms of Reference of the Project Control Group of the MTR Corporation Limited

Membership	Terms of Reference
<u>Chairman</u> Projects Director or a member of the Executive Directorate <u>Members</u> Operations Director General Manager – Procurement & Contracts General Manager – WIL/SIL General Manager – XRL General Manager – XRL Tunnels General Manager – XRL Terminus General Manager – SCL General Manager – KTE General Manager – Projects Management Head of Projects Engineering Chief Civil Construction Engineer Head of Property Project Financial Controller – Projects <u>Secretary</u> Manager – Project Secretariat <u>In attendance</u> Procurement & Contracts Manager – HK Projects (Civil) Procurement & Contracts Manager – HK Projects (E&M) Chief Architect Chief E&M Engineer Chief Civil & Planning Engineer Manager – Estimating, Cost Control & Logistics Technical Assistant to Projects Director Representatives from the Highways Department/ Railway Development Office	<p>(a) To control the cost of all new projects (excluding those outside Hong Kong) within the powers delegated by the Executive Committee ("ExCom") in order to ensure that the projects are completed on time and within budget to an approved quality;</p> <p>(b) To review, endorse or otherwise papers, Change Forms and Forms F1 to ensure timely decisions on matters of a value greater than \$10 million for individual consultancies and greater than \$20 million for other expenditure (individual contracts and purchase orders);</p> <p>(c) To review and endorse project procurement (contract) strategies;</p> <p>(d) To review and endorse project programmes and any amendments thereto;</p> <p>(e) To meet, on a monthly basis:</p> <ul style="list-style-type: none"> - to review, endorse or otherwise, and refer to ExCom monthly cost reports including current expenditure, current commitment to expenditure and forecast capital costs and information for the whole of the project; - to modify, and to consider for recommendation to ExCom, mitigation proposals where unacceptable cost trends are developing; and - to review controllers budget submissions in terms of whole of project cost and make appropriate recommendations to ExCom; and <p>(f) To receive project risk summary reports and review the trend in significant project risks for new projects.</p>

The Project Control Group ("PCG") is an internal working group within the MTR Corporation Limited ("the Corporation"). The PCG meetings are held weekly. The Highways Department has its own representatives to attend the meetings of PCG. The Project Team and certain members of the Projects Division of the Corporation are also required to attend meetings of PCG.

Source: First Report by the Independent Board Committee on the Express Rail Link Project, paragraphs 3.2 to 3.4.