

## **C2. Campus Space Committee (CSC)** **校園空間委員會**

### **Terms of Reference**

1. To consider and endorse / approve the following:
  - a) Allocation of space in line with the directions set out by the Resources Advancement and Management Committee (RAMC).
  - b) Additional or extension on use of laboratory space and facilities from academic/research units.
  - c) Alterations and additions (A&A) works and funding requests within allocated A&A budget.
  - d) Changes in the use or categorisation of public space/accommodation.
  - e) Contract variations of capital, A&A and AA&I projects with additional cost above \$500,000, but within the approved budget for respective projects.
  - f) Additional budget request for projects approved by RAMC within 10% (but not exceeding \$2 million) of the original approved budget.
  - g) Tenderer lists for the appointment of Architectural and Associated Consultants (AAC) and Quantity Surveying Consultants (QSC) of the capital projects subject to the approval by University Grants Committee and reporting back to Campus Development Committee.
  - h) Tenderer lists for the appointment of professional consultancies of A&A and AA&I projects.
2. To submit an annual report to the RAMC covering the Committee's activities for the previous 12 months from 1st July to 30th June.

Note: Academic and non-academic units (the units) may use their own budgets to fund A&A projects up to \$100,000 per project without seeking approval of their overseeing SMEs and CSC. As for A&A works between \$100,000 and \$300,000 funded by the units, concerned units should seek approval from their overseeing SMEs, but CSC's approval is not required. The units are reminded that CSC's approval is also required if there are new requests for space or changes in the use of the assigned spaces, regardless of the funding amount for A&A projects.

### **Composition**

**Chairman:** Deputy President and Provost  
Prof. Wing-tak Wong

**Vice Chairman:** Interim Vice President (Campus Development and Facilities)  
Prof. K. K. Ling

**Members:** Vice President (Research and Innovation)  
Prof. Christopher Chao

Two nominees from Faculties/Independent Schools on a rotation basis  
Ir Prof. Horace Mui, Interim Dean of Students, Prof.(BEEE)  
Prof. Bai Xue, Prof.(APSS)

Associate Vice President (Campus Development and  
Facilities) & Director of Campus Development  
Ir Dr Ben Lau [AVP(CDF) & DoCD]

Director of Campus Facilities and Sustainability or delegate  
Mr Stephen Wong (DoCFS)

Director of Finance or delegate  
Ms Jane Fok (ADoF)

Director of Health and Safety or delegate  
Mr Chris Leung (DoHS)

**Secretary:** Assistant Project Director (Space Planning) of Campus Development  
Office  
Ar. Peggy Seto

June 2025