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Highways Department Technical Circular No. 3/2010

Departmental Liaison Agent with
Land Information Centre, Lands Department
for the Supply of Digital Topographic Map, Land Boundary, Geographic
and Photogrammetric Data

1. Introduction

1.1 This Circular promulgates the appointment of Chief Land Surveyor (CLS) as the departmental agent to liaise with the Land Information Centre (LIC) of Lands Department (LandsD) for obtaining digital topographic map, land boundary, geographic and photogrammetric data (collectively known as “Digital Map Data”) and lays down the procedures for supplying these data to consultants/contractors working for the Highways Department (HyD). It updates and supersedes HyDTC No. 4/2008, which is hereby cancelled.

2. Background

2.1 Digital topographic maps at scales of 1:1 000, 1:5 000, 1:10 000 and 1:20 000 covering the whole territory are available from LandsD. A full set of the digital topographic map data has been provided to HyD. Updates of the digital topographic map data are also provided regularly.

2.2 Digital land boundary, geographic (such as geo-referenced data and geo-community data) and photogrammetric data (such as digital aerial orthophoto data) are also available from LIC but they are only provided upon request made to LIC on a case-by-case basis. Such digital geographic data can only be supplied to the staff of HyD and its consultants/contractors provided that endorsement has been obtained from CLS who will then seek the approval of LandsD.

- 2.3 For information on the latest Digital Map Data, users may visit the web site (<http://www.landsd.gov.hk/mapping/welcome.htm>) - homepage of the Survey & Mapping Office of LandsD.
- 2.4 Digital topographic map and land boundary data are usually provided in Arc/Info, DGN, DWG, DXF OR TIFF format. Other formats may be provided if agreed by LIC. Normally only one data format for any one type of Digital Map Data is provided to the consultant/contractor for the same project.
- 2.5 As agreed with LIC, offices/divisions/units may use the Digital Map Data within HyD or release them to HyD's consultants/contractors. Users shall abide by the "*Terms and Conditions for the Use of Digital Map Data from the Land Information Centre, Survey and Mapping Office, Lands Department within Government Departments*" (Appendix I).
3. Procedures for obtaining Digital Map Data
- 3.1 CLS is the departmental liaison agent to deal with LIC regarding the acquisition of Digital Map Data. All requests, including requests from the HyD's consultants/contractors, for Digital Map Data should be routed through CLS.
- 3.2 CLS shall obtain the periodic updates of digital topographic map data in DGN format from LIC and pass the data to the Research and Development (R&D) Division for them to upload the data to the HyD CAD Intranet Web Site.
- 3.3 CLS shall also regularly obtain the digital topographic map data and land boundary data in Arc/Info format from LIC and pass the data to the R&D Division for updating the map databases of the HyD IMS (Intranet Mapping System) and other geographic information systems of HyD.
- 3.4 HyD's consultant/contractor who wishes to use the Digital Map Data of LIC is required to complete the "*Digital Map Order Form*" (Appendix II), sign the "Undertakings by Consultant/Contractor on the Use of Digital Map from Land Information Centre, Survey & Mapping Office, Lands Department"(Appendix III) and forward them to the project engineer in the first instance for follow-up actions as stipulated in paragraph 3.5 below. For request of Digital Map Data other than those specifically indicated in the form, the project engineer should first consult CLS before submitting the Digital Map Order Form. In any case, the consultant/contractor shall not send the Form and the Undertakings to or contact LIC direct.
- 3.5 If the project engineer is satisfied that the consultant/contractor's need is genuine, he

should follow the guidelines as stipulated in the Digital Map Order Form, complete the standard memo of request (Appendix IV) and forward the memo, Digital Map Order Form and Undertakings to CLS who shall make arrangement with LIC for the supply of the digital data. The project engineer shall also make sure that the consultants/contractors have strictly observed the acknowledgement requirements as stipulated in Clause 8 of Appendix III when they use the Digital Map Data to prepare any drawings, plans, 3D models, reports, etc.

- 3.6 If the consultant/contractor needs additional Digital Map Data for the same project, he has to submit fresh Digital Map Order Form and Undertakings through the project engineer to CLS for action.
- 3.7 On completion of the project, the consultant/contractor is required to inform CLS in writing using the Cessation Confirmation Form (Appendix V) that he has ceased to use the Digital Map Data as previously supplied and that all such digital data have been permanently erased from his computer systems. CLS shall then forward a copy of the Cessation Confirmation Form to LIC for record.
- 3.8 If the consultant/contractor still requires to use the Digital Map Data for the project after the expected completion date as quoted in the Undertakings, he has to sign a fresh Undertakings with the revised completion date indicated. The expected completion date is normally the date of submission of all deliverables as required under a consultancy agreement, or the date of substantial completion of construction works.

4. Protection of Copyright

- 4.1 The Digital Map Data shall be properly kept in the Drawing Offices, R&D Division and Survey Sections. Except for supply to consultants/contractors, the Digital Map Data shall not be released to any other third parties without the prior consent of CLS.
- 4.2 Derived digital maps are those Digital Map Data incorporated with or enhanced with the department's own data (e.g. road alignments, project limits, etc.). The derived digital maps with coverage not larger than 23 hectares may be released to the consultants/contractors and utility undertakers without the need to sign the Undertakings, but Digital Map Data beyond the limits of the relevant project should be kept to a minimum.
- 4.3 A large project should not be deliberately split into several coverages each not larger than 23 hectares for the purpose of waiving the requirement of signing the Undertakings. Utility undertakers who are also licensees of the Digital Map Data are not required to sign the Undertakings for derived digital maps with coverage larger than 23 hectares,

provided that the utility undertakers have the right to use the same version of Digital Map Data supplied together with the derived digital map. Any other third parties are required to sign the Undertakings before derived digital maps are released to them, unless the coverage of each of the non-continuous derived digital maps so released is not larger than 15 hectares.

5. Reporting of problem in using Digital Map Data

- 5.1 If problems are encountered on the use of Digital Map Data, users are requested to report the problems to LIC through CLS using the Report Form (Appendix VI).

(Original Signed)

(WAN Man-lung)

Director of Highways (Ag.)