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Administration of Geographic Information System (GIS)

Introduction

In the recent years, significant progress on the use of Geographic Information System (GIS) technologies has been made in the Department. The proper administration of the fast-growing GISs and digital geographic data is important in ensuring that they are effectively implemented and maintained. This Circular lays down the departmental policy and framework on the management of GISs. It shall be read in conjunction with Housing, Planning and Lands Bureau Technical Circular (Planning and Lands) Nos. 1/2007 and 2/2007.

2. It supersedes HyDTC No. 2/97 which is hereby cancelled.

Definition

3. For the purpose of this Circular, GIS means a computer system that makes use of or produces Digital Geographic Data defined under Housing, Planning and Lands Bureau Technical Circular (Planning and Lands) No. 2/2007.

4. GISs usually requires substantial resources for development, implementation, staff training, operation and maintenance. It is therefore important that the following objectives be fully addressed during the implementation of GISs:

- (i) capture and refine geographic data cost-effectively through the establishment of

- data standards to facilitate data sharing and re-use;
- (ii) establish necessary standard on data infrastructure including data modelling, data definitions etc., and as far as practicable, standardise hardware and software platform; and
 - (iii) institute departmental procedures and guidelines to ensure interoperability among various GISs, and timely sharing and access on the data for other Bureaux/Departments.

Management Framework

5. A two tier framework will be set up in the Department to manage all GIS related matters. At the headquarter level, a GIS Manager will be appointed to oversee the GIS strategy of the Department. At the project level, a GIS Administrator will be appointed to manage each GIS.

6. The Chief Highway Engineer/Research and Development is hereby appointed as the GIS Manager of the Department. He is responsible for:

- formulating and implementing the departmental strategy, procedures and standards to ensure that GISs are developed in accordance with the objectives stated in paragraph 4 of this Circular;
- coordinating the production and maintenance of documentation for Digital Geographic Data in accordance with Housing, Planning and Lands Bureau Technical Circular (Planning and Lands) No. 1/2007; and
- overseeing and co-ordinating the work of GIS Administrators appointed in accordance with this Circular.

7. A GIS Administrator shall be appointed by the Office/Division head for each of GISs under his control. Agreement from the GIS Manager shall be obtained prior to such appointment. The responsibilities of the GIS Administrators are as follows:

- formulating proposals for the development of GIS in accordance with the Departmental GIS strategy developed by the GIS Manager;

- consulting the GIS Manager on departmental GIS standards;
- managing the development, implementation, operation, maintenance and enhancement of GISs; and
- producing and maintaining documentation for Digital Geographic Data for GIS in accordance with Housing, Planning and Lands Bureau Technical Circular (Planning and Lands) No. 1/2007 and submitting updated metadata documentation to Lands Department whenever changes on the data structure, format, coverage, etc. of the Digital Geographic Data in a GIS have been made.



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