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Housing, Planning and Lands Bureau  
Murray Building  
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Hong Kong

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**HOUSING, PLANNING AND LANDS BUREAU  
TECHNICAL CIRCULAR (PLANNING AND LANDS)  
NO. 2/2007**

**Administration of Digital Geographic Data**

**Scope**

This Circular advises on the policy on the administration of Digital Geographic Data for the various Geographic Information Systems or computer systems holding geographic information in all departments under the Housing, Planning and Lands Bureau (HPLB) and the Environment, Transport and Works Bureau (ETWB) or the Participating Departments of the “Data Alignment Measures” (DAM) initiative. It shall be read in conjunction with Housing, Planning and Lands Bureau Technical Circular (Planning and Lands) No. 1/2007 - “Data Alignment Measures for the Exchange of Planning, Lands and Public Works Data”.

2. The Secretary for the Environment, Transport and Works, Commissioner for Census and Statistics, and Commissioner of Rating and Valuation have been consulted and agreed with the provisions of this Technical Circular.

## **Effective Date**

3. This Circular shall take immediate effect.

## **Effect on Existing Circulars**

4. This Circular supersedes Planning, Environment and Lands Branch Technical Circular No. 2/96 “Administration of Digital Geographic Data”.

## **Definition**

5. For the purpose of this Circular,
  - (a) “Digital Geographic Data” shall be the same as Digital Geospatial Data used in the American Society for Testing and Materials (ASTM) standards and the International Organization for Standardization (ISO). In essence, Digital Geographic Data refer to any type of digital data associated with a locational component or geographical component, or information concerning phenomena implicitly or explicitly associated with a location relative to the Earth.
  - (b) “Participating Departments (PDs)” means Architectural Services Department, Buildings Department, Census and Statistics Department, Civil Engineering and Development Department, Drainage Services Department, Electrical and Mechanical Services Department, Environmental Protection Department, Highways Department, Housing Department, Lands Department, Land Registry, Planning Department, Rating and Valuation Department, Transport Department and Water Supplies Department and any department that will participate in the DAM thereafter.
  - (c) “Geographic Information Systems (GISs)” means those computer systems for the input, editing, storage, retrieval, analysis, manipulation,

display or output of location-based information or geographically referenced information.

## **Background**

6. In recent years, significant progress has been made in concerned government departments in employing GISs in capturing, updating and analyzing geographic data. Some departments already own several GISs and many more GISs are at different stages of development. In light of these current developments, a policy should be instituted for proper administration of the Digital Geographic Data among the 15 PDs of DAM to ensure that the data are structured, collected, processed, documented, shared and maintained as effectively as possible.

## **Policy**

7. PDs who have implemented GISs should appoint one GIS Manager to oversee the various GISs within the department, and one GIS Administrator for each GIS. The GIS Manager should be responsible for coordinating the development of GISs at departmental level, ensuring timely provision, sharing and contribution of up-to-date geographic related data (unless the data are sensitive, confidential or restricted for internal use only) to other Bureaux/Departments (B/Ds) and GIS Administrators for managing the planning, implementation, operation and maintenance of the system.

8. The GIS Manager in PDs should advise the Land Information Centre, Lands Department of the particulars of the GIS Manager and GIS Administrators, whenever the appointment is newly made, or there is any change to the existing appointment so as to facilitate the administration of metadata as required by DAM.

9. The responsibilities for GIS Managers and GIS Administrators are set out in details in *Appendix A*.



(Miss Annie Tam)

**for Secretary for Housing, Planning and Lands**

c.c. Secretary for the Environment, Transport and Works  
Secretary for Financial Services and the Treasury  
Commissioner for Census and Statistics  
Commissioner of Rating and Valuation

## Responsibility of GIS Managers/Administrators

### GIS Manager

The responsibilities for the GIS Manager are as follows-

- (a) to formulate and implement the departmental strategy for developing GIS. Such strategy should cover-
  - (i) capturing and refining geographic data cost-effectively through the implementation of data standards to facilitate data sharing and re-use;
  - (ii) establishing necessary standard on data infrastructure including data modelling, data definitions etc. As far as is practicable, standardising hardware and software platform for proposed GISs to optimise the investment in hardware, software and training; and
  - (iii) instituting departmental procedures and guidelines to ensure, in so far as possible, the interoperability among various GISs, and the timely sharing and convenient access to geographic data for other B/Ds.
- (b) to coordinate 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 for the department's GISs; and
- (c) to oversee and coordinate the work of the GIS Administrators in the department.

### GIS Administrator

The proposed responsibilities for the GIS Administrator are as follows-

- (a) to formulate proposals for development of GIS in accordance with the departmental GIS strategy developed by the GIS Manager;
- (b) to manage the implementation, operation and maintenance of GISs; and
- (c) to produce and maintain documentation for Digital Geographic Data for GIS in accordance with Housing, Planning and Lands Bureau Technical Circular (Planning and Lands) No. 1/2007 and to submit

updated metadata documentation to LandsD whenever changes on the data structure, format, coverage, etc. of the Digital Geographic Data in a GIS have been made.