

Amendment History				
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## 2. PROJECT DEFINITION

### 2.1 BUSINESS ACTIVITY MODEL

#### 2.1.1 Business Perspective

To maintain an accurate and up-to-date digital map data and land record information and to provide maps in a selection of scales and popular data formats to other Government departments, private sector (include Business Partners, Value Added Resellers (VAR), Internet Map Permittee (IMP) and all other types of private companies), general public and academic. It also describes how LandsD, being the Data Agent (DA) of the Building, Lot and Road Centreline CSUs, coordinate the data provision and data dissemination among participating departments (PDs).

#### 2.1.2 Business Activities

Business Activity ID	Activity	Activity Type
<b>Data Management and Data Control Activities</b>		
BA001	Upload the updated digital map data from the District Survey Offices (DSO) to the Land Information Centre (LIC).	Enabling
BA002	Undertake quality control for the updated digital map data from the DSO before loading the digital map data to the central mapping library in LIC.	Enabling/ Control
BA003	Inform DSO on the digital map data that require amendment after the quality control process.	Control
<b>Ordering and Payment Activities</b>		
BA004	Receive the Digital Map Data Order Forms from private sector or general public.	Enabling
BA005	Receive the memo requests for digital map data from other Government departments.	Enabling
BA006	Issue a demand note to the customers for payment.	Enabling
BA007	Verify the payment status and the Digital Map Data Order Form.	Enabling
<b>Customer Profile and Sales Activities</b>		
BA008	Record and maintain the customer and sales information in the Customer Profile and Sales Database.	Enabling
<b>Data Conversion Activities</b>		
BA009	Extract the digital map data from Computerized Land Information System (CLIS).	Enabling
BA010	Perform the data conversion for the extracted digital map data format to one of the available digital map data formats as requested.	Enabling
BA011	Perform quality control for the digital map data after the data conversion process.	Enabling
BA012	Store the digital map data after the quality control to the media and ready for collection.	Enabling

Business Activity ID	Activity	Activity Type
<b>Data Dissemination Activities</b>		
BA013	Disseminate Digital Topographic Map Database, Digital Land Boundary Database, and Geo-Reference Database to other Government departments, private sector, general public and academic.	Doing
BA014	Provide the choices of storage media for dissemination of the digital map data (e.g. writable CD, cartridge tape etc.).	Enabling
<b>License Renewal and Cessation Activities</b>		
BA015	Review and revise the terms of conditions, license agreement and cessation procedure.	Enabling/ Planning
BA016	Maintain the data license records of the customers.	Enabling
BA017	Maintain the Undertakings and Cessation information for Government consultants.	Enabling
BA018	Keep track the cessation date for Government consultants in using the digital map data.	Monitoring
BA019	Keep track the expiry of the data license for the customers in using the digital map data.	Monitoring
<b>Marketing and Promotion Activities</b>		
BA020	Explore the demand of different types of digital map products and data formats.	Planning
BA021	Review the pricing structure and the choices of storage media for dissemination.	Planning
BA022	Maintain the marketing materials and the latest revision of the mapping information through the sales counter and the home page of Survey Mapping Office (SMO) for the customers to have the knowledge about purchasing and availability of the digital map data.	Enabling
BA023	Provide free of charge sample of digital map data on all available digital map products to customers for testing and evaluation. This sample data is mainly provided in a writable CD media and will also provide via electronic mail but only on request basis.	Enabling
BA024	Manage and use the volume statistics for the summary of digital map data supply for other Government departments, private sector, general public and academic.	Monitoring
<b>Customer Supporting Activities</b>		
BA025	Provide helpdesk service and technical support for the customers in requesting and using the digital map data.	Enabling
BA026	Collect the feedback and suggestion from other Government departments, private sector, general public and academic.	Monitoring
BA027	Determine the corrective and preventive actions based on the feedback and suggestion collected.	Control
<b>CSU Provision</b>		
BA028	Provide CSU data provision interface for DO	Enabling
BA029	Receive CSU data provision from DO	Enabling

Business Activity ID	Activity	Activity Type
BA030	Validate CSU data provision	Control
BA031	Keep track of CSU data provision	Monitoring
BA032	Acknowledge DO of CSU data provision status	Monitoring
<b>CSU Manipulation</b>		
BA033	Manipulate CSU data	Enabling
BA034	Maintain CSU data extraction schedule	Control
BA035	Extract manipulated CSU files and conform to standard formats	Enabling
BA036	Keep track of CSU manipulation data	Monitoring
BA037	Acknowledge CSU manipulation data	Monitoring
<b>CSU Dissemination</b>		
BA038	Provide CSU delta data list for DU to select	Enabling
BA039	Receive dissemination request from DU	Enabling
BA040	Extract CSU data for dissemination	Enabling
BA041	Pick CSUs extracted and place in dissemination area	Enabling
BA042	Keep track of CSU dissemination data	Monitoring
BA043	Acknowledge DU the readiness to download CSU data	Monitoring
<b>Report</b>		
BA044	Generate management reports	Monitoring
BA045	Generate user reports	Monitoring
<b>Metadata Handling</b>		
BA046	Handle Metadata of CSU	Enabling
<b>System Parameters Maintenance</b>		
BA047	Maintain code tables and system parameters	Control
BA048	Synchronization of system date and time	Control

Note: BA001, BA002 and BA003 describe the activities of collecting, storing and quality control of digital map data in CLIS to support the dissemination of these digital map data by CLIS DDS.  
 BA008 describes the activity to support the customer and sales information in CLIS DDS.

### 2.1.3 Business Event

The following business events will trigger and affect the above business activities:

- Receive the Digital Map Order Forms from private sector and general public.
- Receive the memo requests from other Government departments.
- Digital map data requested from the engagement of agreement between LandsD and the business partners, VAR or IMP.
- Issue data license to general customers to bind the usage of the digital map data.
- Collect general enquiry for the sales of the digital map data and land boundary information.
- Collect feedback and suggestion from the sales of the digital map data and land boundary information.
- Changes of Hong Kong Special Administration Region (HKSAR) and/or LandsD policy and regulations.
- Receive CSU data provision from DO.
- Process data manipulation.
- Evoke manipulated CSU files and carry out extraction conforming to standard formats by task scheduler.
- Receive request on CSU data dissemination from DU.

### 2.1.4 Business Rules

1. Customers of the digital map data can only use for a period of 12 months from the date of issuing the data license from LandsD. License is renewed on an annual basis. If the license is not renewed, the licensee shall cease using the digital map data and confirm to the LandsD in writing that the digital map data has been erased from their computer system.
2. Customers are required to pay for the purchase of the digital map data according to the current Price List of Hong Kong Digital Map Product (Please refer Appendix A1 for the sample of the price list).
3. The Government of HKSAR remains the owner of digital map data at all times. Prior written consent must be obtained from the Government before incorporating the digital map data in any product for distribution to any third party, with or without charges.
4. Once the Government consultants undertake the usage of the digital map data from LandsD, it grants the right to the Government consultants to use the digital map data on a project basis for the specific period. No duplication of the digital map data or release of the digital map data to any external parties is allowed without a prior agreement from the LandsD.

5. Once the Government consultants confirm the cessation on the use of the digital map data from the LandsD, the Government consultants must ensure all the requested digital map data issued by LandsD must be destroyed.
6. The proposal and temporary land boundary information is restricted from releasing to general public. The digital data is generally not available to other Government departments but may be supplied to other Government departments for internal use upon receiving consent from the appropriate authority (usually District Lands Officer).
7. The Special Geo-Reference Database is currently released to business partner only. This restriction would be reviewed in the near future.
8. The digital map data cannot be sold until it has been validated and incorporated into the CLIS central library maintained by LIC.
9. The use of customers' personal details is subject to the Personal Data (Privacy) Ordinance.
10. Digital map data will be supplied within 2 weeks upon the receipt of the request.
11. The Building, Road Centreline and Lot CSU data structures maintained by LandsD should meet the CSU specifications recommended in DAM1.
12. The Building, Road Centreline and Lot CSU data formats should conform to the exchange format standards recommended in DAM 3 unless there is special arrangement agreed between Data Owner and LandD.