



**Lands Department**

The Government of the Hong Kong Special Administrative Region

**Submission of GIS Data via  
Cloud-based Production Mapping Platform (CPMP)  
(Version 1.1)**

**May 2025**

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## **INTRODUCTION**

1. Pursuant to the Project Administration Handbook (PAH) for Civil Engineering Works, the Operational Instruction of Architectural Services Department, and the PAH of Electrical and Mechanical Services Department, Works Departments (WDs) or their Consultants/Contractors are required to submit Geographic Information System (GIS) data (at both of Approved Design Stage and As-built Stage) in the format meeting Lands Department (LandsD) 1:1000 Basic Mapping Specifications when the works project estimates are over HK\$30 million. If the scope of the works project does **not** involve any change of the position or alignment of features shown on LandsD's 1:1000 Topographic Map, submission of the aforesaid GIS data is **not** required. For more information on LandsD's 1:1000 Topographic Map products, refer to the links below:

Paper Map Product:

<https://www.landsd.gov.hk/en/survey-mapping/mapping/multi-scale-topographic-mapping/paper-map.html>

Digital Map Product:

[https://portal.csdi.gov.hk/geoportal/?!lang=en&datasetId=landsd\\_rcd\\_1637223748322\\_25497](https://portal.csdi.gov.hk/geoportal/?!lang=en&datasetId=landsd_rcd_1637223748322_25497)

2. WDs or their Contractors/Consultants shall submit GIS data in format meeting 1:1000 Basic Mapping Specifications via the LandsD online platform “**Cloud-based Production Mapping Platform**” (CPMP). This procedural guideline provides an overview of the prerequisites for performing the data submission and the steps required for completing the submission process on CPMP.

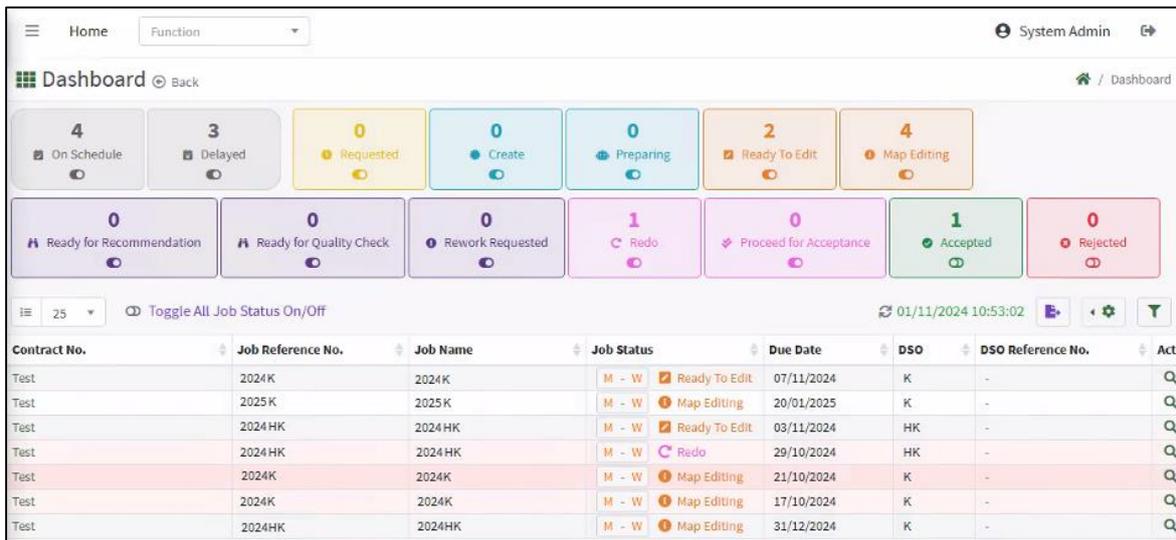
## **A. PROCEDURE OF USING CLOUD-BASED PRODUCTION MAPPING PLATFORM**

### **Step 1. Registration for LandsD’s CPMP for Basic Map Updating**

1. Prior to getting access to the CPMP, a CPMP account for the user from WD and their Contractor/Consultant is required. To register a CPMP account, the representative from WD (i.e. the project officer at the professional level) sends the request to CPMP Support Team at [lispmpsupport@landsd.gov.hk](mailto:lispmpsupport@landsd.gov.hk). [Email template for account registration in Annex A]. CPMP Support Team will then contact the representative for additional information for CPMP account registration if needed.
2. Upon successful account registration, LandsD will send the nominated user login information for accessing the CPMP and the detailed guidelines on converting and submitting GIS data in CPMP.

### **Step 2: Establish Access to CPMP and Perform Basic Map Updating on CPMP**

3. Following the procedural information provided by CPMP Support Team, the nominated CPMP user will establish access to CPMP (see below).

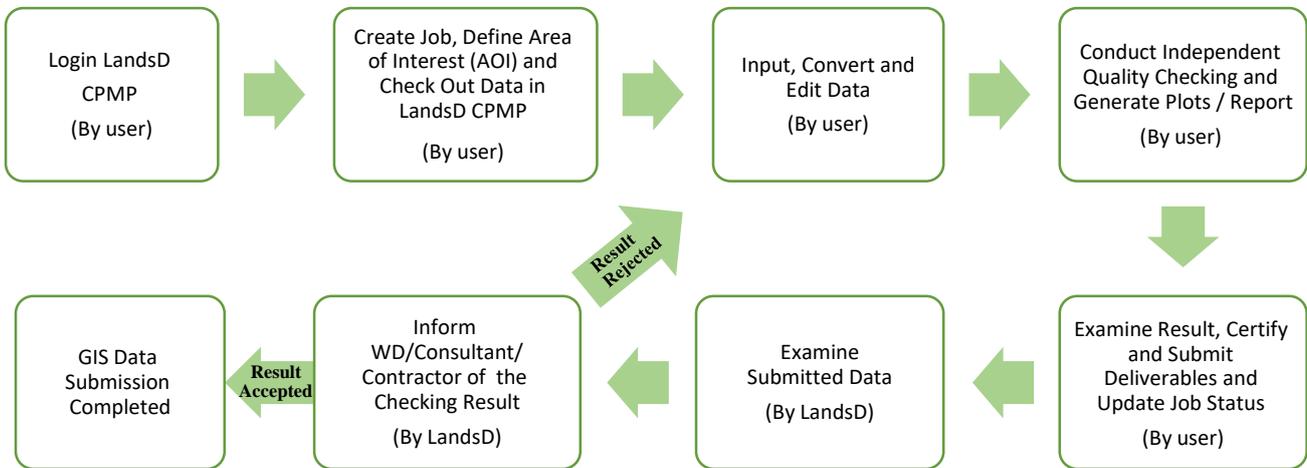


The screenshot displays the CPMP Portal dashboard. At the top, there is a navigation bar with 'Home', 'Function', and 'System Admin'. Below this is a 'Dashboard' section with a 'Back' button and a home icon. The dashboard features several status cards: 'On Schedule' (4), 'Delayed' (3), 'Requested' (0), 'Create' (0), 'Preparing' (0), 'Ready To Edit' (2), and 'Map Editing' (4). Below these are more status cards: 'Ready for Recommendation' (0), 'Ready for Quality Check' (0), 'Rework Requested' (0), 'Redo' (1), 'Proceed for Acceptance' (0), 'Accepted' (1), and 'Rejected' (0). A table below the cards shows job details with columns for Contract No., Job Reference No., Job Name, Job Status, Due Date, DSO, and DSO Reference No. The table contains 8 rows of test data.

Contract No.	Job Reference No.	Job Name	Job Status	Due Date	DSO	DSO Reference No.	Act
Test	2024K	2024K	M - W Ready To Edit	07/11/2024	K	-	Q
Test	2025K	2025K	M - W Map Editing	20/01/2025	K	-	Q
Test	2024HK	2024HK	M - W Ready To Edit	03/11/2024	HK	-	Q
Test	2024HK	2024HK	M - W Redo	29/10/2024	HK	-	Q
Test	2024K	2024K	M - W Map Editing	21/10/2024	K	-	Q
Test	2024K	2024K	M - W Map Editing	17/10/2024	K	-	Q
Test	2024HK	2024HK	M - W Map Editing	31/12/2024	K	-	Q

**Interface of CPMP Portal**

- The CPMP would guide the nominated user from WD/Consultant/Contractor to follow the pre-defined workflow to perform data conversion, data editing, quality assurance, and data submission in the CPMP. A pre-defined workflow is shown below.



**Pre-defined Workflow for Basic Map Updating in CPMP**

### **Step 3: Perform Basic Map Updating at CPMP and Quality Assurance**

- WD/Consultant/Contractor shall ensure the submitted GIS data complies with the latest version of 1:1000 Basic Mapping Specifications and apply all the required quality-checking tools at CPMP to complete the GIS data submission process.
- WD/Consultant/Contractor shall then follow the steps in the pre-defined workflow in Step 2 above and conduct independent checking and rectify any irregularity(ies) against the latest version of 1:1000 Basic Mapping Specifications before submitting the data to LandsD for review.

### **Step 4: Submit Job for LandsD’s Review**

- After independent checking, the WD/Consultant/Contractor shall submit the GIS Data and other survey reference data to the CPMP. Note that the supported data formats for other survey reference data on the CPMP are FileGeodatabase v10.6.1, DGN v8, or Shapefile.
- Upon submission of the result at CPMP, LandsD would conduct spot check on the submitted GIS Data against 1:1000 Basic Mapping Specifications. WD/Consultant/Contractor will be notified of the review result and any correction

required before the GIS data is accepted. Upon normal circumstances, LandsD will deem the job completed after the initial acceptance of all submissions.

For any enquiries about using the CPMP, please contact LandsD CPMP Support Team:

- Email:  
lispmpsupport@landsd.gov.hk
  
- Hotline:  
2231 5968

**[Annex in the next page]**

## **Annex A: Email Template for CPMP Account Registration**

To: lispmpsupport@landsd.gov.hk

Subject: CPMP Account Registration under the Collation of Geospatial Data for  
[Contract No.XXXXXXX] of [Name of Works Department]

Dear CPMP Support Team,

Pursuant to the “Collation of Geospatial Data” requirement, I am writing to apply for 1<sup>see remarks^</sup> CPMP account for submission of GIS data meeting LandsD 1:1000 Basic Mapping Specifications. The project details and applicant information are provided below:

### Project Information

- Project Name:	(e.g, Slope Project in Shek Kip Mei)
- Agreement/ Contract Number:	(e.g, AA 1234/2024)
- Responsible Department & Office:	(e.g, CEDD, GEO )
- Contact Person in Responsible Office	(e.g, Chan Tai-man)
- Post of Contact Person	(e.g, Engineer1)
- Contact Number	(e.g, 2123 4567)
- Email Address	(e.g, engineer1@cedd.gov.hk)
- Tentative Project Start & End Date <sup>see remarks *</sup>	(e.g, Mar 2025 to Dec 2025)

### CPMP User Information

- Name of user’s department/company	(e.g, Government Department / Consultant / Contractor, please provide the name of party)
- Name of user	(e.g, Tang Tai-man)
- Post of user	(e.g, Draftsman)
- User’s email address	(e.g, draftsman1@abcd.com)
- User’s contact number	(e.g, 3123 4567)

In addition to the above CPMP account for the person responsible for editing and submitting GIS data, please include the following personnel in the email list of CPMP for receiving email notice of job progress updates:

(e.g, 1. engineer2@cedd.gov.hk)

(e.g, 2. sto1@cedd.gov.hk)

(e.g, 3. rssre1@consultant.com)

Regards

Name of Contact Person<sup>see remarks &</sup>

## Remarks

- ^ Each contract is entitled to apply for one CPMP account for the person responsible for editing and submission of GIS data.*
- \* The provided schedule is for CPMP account record purpose only, account holder can continue to use CPMP account beyond the period. Unless the account holder is informed in advance for account de-activation.*
- & The email for CPMP account registration should be sent by the project officer at the professional level.*

## Personal Information Collection Statement

*The personal data collected will solely be used by Lands Department for the purposes of CPMP account registration.*

*If you do not provide the required personal information, the Lands Department may not be able to process your account application. The personal data collected for CPMP account registration will not be disclosed or transferred to any other third parties without your prior consent.*

*You have the right to request access to and correction of your personal data provided for the CPMP account registration. Please note that we may refuse to comply with a data access request in the circumstances specified in section 20 of the Personal Data (Privacy) Ordinance (Cap. 486). Your requests should be made to the Departmental Personal Data Controlling Officer (Attn: Senior Land Surveyor/ Technical Information).*

**Email:** *smohq@landsd.gov.hk*

**Address:** *Survey and Mapping Office, Lands Department,  
23/F North Point Government Offices,  
333 Java Road,  
North Point, Hong Kong*