

THE CHINESE UNIVERSITY OF HONG KONG

Committee on Space Allocation

Composition and Terms of Reference

(with effect from 1 February 2024)

Composition

Chairperson	
Appointed by the Vice-Chancellor	Professor Alan K.L. Chan Provost
Members	
One College Head/Master nominated by the Administrative and Planning Committee	Professor Stephen H.S. Wong Head, United College
One Member nominated by the Resource Allocation Committee	Professor Anthony T.C. Chan Pro-Vice-Chancellor and Vice-President
One Professor nominated by the Vice-Chancellor	Professor Chan Sun On Professor, School of Biomedical Sciences
Registrar (<i>ex-officio</i>)	Ms Kitty Yu
Director of Campus Development (<i>ex-officio</i>)	Mr Li Sing Cheung
Director of Estates Management (<i>ex-officio</i>)	Mr Edmond Lam
Director of Social Responsibility and Sustainable Development (<i>ex-officio</i>)	Mrs Cecilia Lam
Secretary	
Appointed by the Chairperson	Ms Sulan Wong Assistant Secretary, Social Responsibility and Sustainable Development Office

Terms of Reference

The Committee on Space Allocation (COSA) is a subcommittee under the Administrative and Planning Committee (AAPC). Its terms of reference are as follows:

1. To make recommendations to AAPC on:
 - (a) the formulation of policies on space allocation; and
 - (b) long-term planning of space allocation in light of the further expansion of University programmes and physical development projects through consultation and negotiation with the concerned units.

2. To administer space allocation and utilization matters, including:
 - (a) the monitoring of space utilization in various facilities on campus (with the exception of student hostels and staff residences) and where necessary, initiating the reorganization of space; and
 - (b) considering of requests from faculties, departments or units for additional space within the context of the existing space allocation and policy planning.