

## THE CHINESE UNIVERSITY OF HONG KONG

### Committee on Space Allocation

#### Composition and Terms of Reference

(with effect from 1 January 2025)

#### Composition

Chairperson	
Appointed by the Vice-Chancellor	<b>Professor Isabella Wai Yin Poon</b> Acting Provost
Members	
One College Head/Master nominated by the Administrative and Planning Committee	<b>Professor Stephen H.S. Wong</b> Head, United College
One Member nominated by the Resource Allocation Committee	<b>Professor Anthony T.C. Chan</b> Pro-Vice-Chancellor and Vice-President
One Professor nominated by the Vice-Chancellor	<b>Professor Chan Sun On</b> Professor, School of Biomedical Sciences
Pro-Vice-Chancellor (Research) ( <i>ex-officio</i> )	<b>Professor Mai Har Sham</b>
Vice-President (Administration) ( <i>ex-officio</i> )	<b>Mr Kenneth Chen</b>
Registrar ( <i>ex-officio</i> )	<b>Ms Kitty Yu</b>
Director of Campus Development ( <i>ex-officio</i> )	<b>Mr Li Sing Cheung</b>
Director of Estates Management ( <i>ex-officio</i> )	<b>Mr Edmond Lam</b>
Director of Social Responsibility and Sustainable Development ( <i>ex-officio</i> )	<b>Mrs Cecilia Lam</b>
Secretary	
Appointed by the Chairperson	<b>Ms Sulan Wong</b> 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.