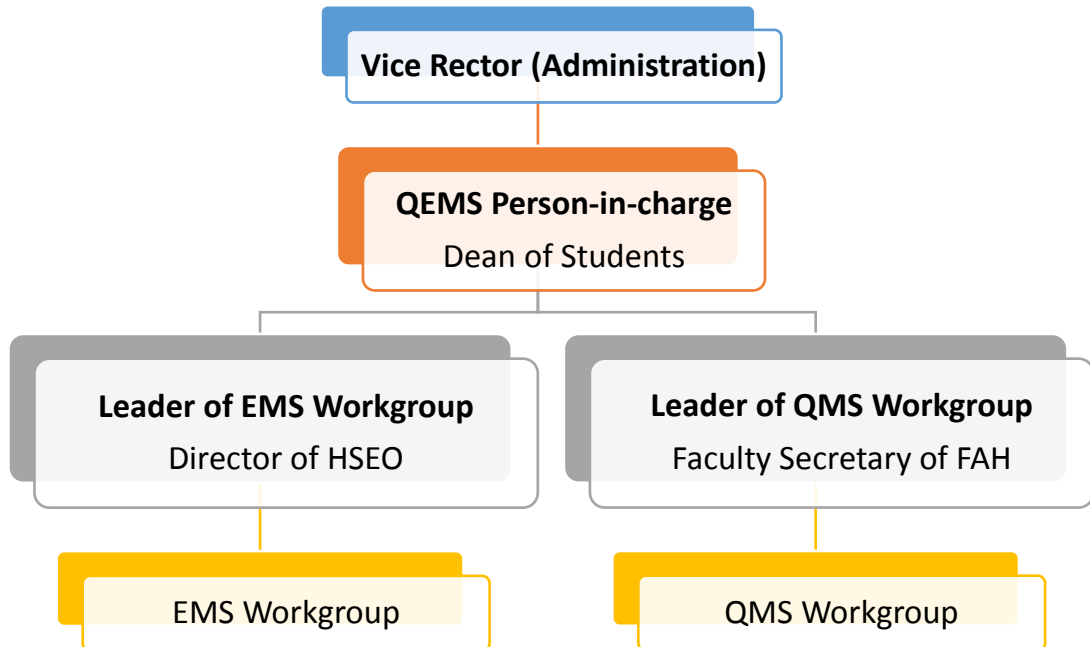


# Management Structure of QEMS

## 1. Organizational Chart



## 2. Top Management

- Dr. Claudia XU, Vice Rector (Administration)
- Mr. Paul PANG (Dean of Students), QEMS Person-in-charge
- Ms. Phoebe CHEANG (Director of HSEO), Leader of EMS Workgroup
- Ms. Rachel SIO (Faculty Secretary of FAH), Leader of QMS Workgroup

## Management Structure of QEMS

### 3. QEMS Management Review Committee

|   | Name   |
|---|--|
| <b>Chairman</b>   | Dr. Claudia XU, Vice Rector (Administration)   |
| <b>Members</b><br><br>(In alphabetical order of units' initial) | <ul style="list-style-type: none"> <li>• <u>QEMS Core Members</u></li> <li>• Mr. Paul PANG (Dean of Students), QEMS Person-in-charge</li> <li>• Ms. Phoebe CHEANG (Director of HSEO), Leader of EMS Workgroup</li> <li>• Ms. Rachel SIO (Faculty Secretary of FAH), Leader of QMS Workgroup</li> </ul> <div style="margin-top: 10px;"> a) <u>Administrative Units</u> <ul style="list-style-type: none"> <li>• <i>Campus Management and Development Office</i> 校園管理及發展部 (CMDO) <ul style="list-style-type: none"> <li>❖ Mr. Dick LAI, Director of CMDO</li> <li>❖ Mr. TAI Sio Un, Head of Construction and Facilities Maintenance Section (CFM) 工程及設施維護處</li> <li>❖ Ms. Celia LEI, Head of Campus Services Section 校園服務處 (CSS)</li> <li>❖ Mr. LEONG Ka Ip, Head of Electrical and Mechanical Section 機電處 (EMS)</li> <li>❖ Mr. Peter LAO, Head of Security and Facilities Services Section 保安及設施服務處 (SFS)</li> </ul> </li> <li>• <i>Communications Office</i> 傳訊部 (CO) <ul style="list-style-type: none"> <li>❖ Dr. Katrina CHEONG, Director of CO</li> <li>❖ Ms. Angie WONG, Head of Public Relations Section 公共關係處 (PRS)</li> </ul> </li> <li>• <i>Finance Office</i> 財務部 (FO) <ul style="list-style-type: none"> <li>❖ Ms. Candy LEI, Director of FO</li> <li>❖ Mr. Indy CHENG, Head of Accounts Section 會計處 (ACC)</li> <li>❖ Ms. Angela PANG, Head of Budget Section 預算處 (BGT)</li> <li>❖ Ms. Yuki TAM, Head of Treasury Section 出納處 (TRE)</li> </ul> </li> <li>• <i>Office of Administration</i> 行政部 (ADMO) <ul style="list-style-type: none"> <li>❖ Dr. Annie CHAN, Director of ADMO</li> <li>❖ Ms. Helena TAN, Interim Head of Human Resources Section 人力資源處 (HRS)</li> <li>❖ Ms. Mond WONG, Head of Procurement Section 採購處 (PCT)</li> </ul> </li> </ul> </div> |

## Management Structure of QEMS

|  | Name  |
|--|---|
|  | <ul style="list-style-type: none"> <li>• <i>Information and Communication Technology Office</i> 資訊及通訊科技部 (ICTO)               <ul style="list-style-type: none"> <li>❖ Mr. Antony SI TOU, Director of ICTO 資訊及通訊科技部 (ICTO)</li> <li>❖ Mr. Stanley SEAK, Head of Academic Computing and Technology Services Section 電腦教學暨技術服務處(ACTS)</li> <li>❖ Mr. Winson CHEANG, Head of Infrastructure and User Services Section 資訊基建暨用戶服務處 (IUS)</li> <li>❖ Ms. Ivy LAO, Head of Information Management Section 資訊管理處 (IMS)</li> </ul> </li> </ul>   |
|  | <p>b) <u>Academic Support Units</u></p> <ul style="list-style-type: none"> <li>• <i>Alumni and Development Office</i> 校友及發展辦公室 (ADO)               <ul style="list-style-type: none"> <li>❖ Ms. Carrie LEI, Functional Head</li> </ul> </li> <li>• <i>Centre for Teaching and Learning Enhancement</i> 教與學優化中心 (CTLE)               <ul style="list-style-type: none"> <li>❖ Ms. Aileen CHU, Administrative Staff</li> </ul> </li> <li>• <i>Global Affairs Office</i> 對外事務辦公室 (GAO)               <ul style="list-style-type: none"> <li>❖ Ms. Kiran LEI, Functional Head</li> </ul> </li> <li>• <i>Office of Health, Safety and Environmental Affairs</i> 安健及環境事務辦公室 (HSEO)               <ul style="list-style-type: none"> <li>❖ Ms. Olivia WONG, Administrative Staff</li> </ul> </li> <li>• <i>Strategy and Planning Office</i> 策略及規劃辦公室 (SPO)               <ul style="list-style-type: none"> <li>❖ Dr. Joey LAO, Director of SPO</li> </ul> </li> <li>• <i>University Library</i> 大學圖書館 (LIB)               <ul style="list-style-type: none"> <li>❖ Prof. Hong XU, University Librarian</li> <li>❖ Dr. Raymond WONG, Associate University Librarian</li> </ul> </li> <li>• <i>Office of Sports Affairs</i> 體育事務部 (OSA)               <ul style="list-style-type: none"> <li>❖ Ms. Grace CHAU, Director of OSA</li> </ul> </li> <li>• <i>Research Services and Knowledge Transfer Office</i> 研究服務及知識轉移</li> </ul> |

## Management Structure of QEMS

|  | Name   |
|--|--|
|  | <p><i>辦公室(RSKTO)</i></p> <ul style="list-style-type: none"> <li>❖ Prof. Jiantao ZHOU, Interim Director of RSKTO</li> </ul> <ul style="list-style-type: none"> <li>• <i>Academic Affairs Office, Registry 學務部－註冊處 (REG)</i> <ul style="list-style-type: none"> <li>❖ Ms. Eduarda VU, Head of REG</li> </ul> </li> <li>• <i>Rector's Office 校長辦公室 (RTO)</i> <ul style="list-style-type: none"> <li>❖ Ms. Ada LEONG, Functional Head for Office Administration</li> </ul> </li> <li>• <i>Student Affairs Office 學生事務部 (SAO)</i> <ul style="list-style-type: none"> <li>❖ Mr. Elvo SOU, Head of Student Counselling Section 學生輔導處 (SCS)</li> <li>❖ Ms. Stephanie IO, Head of Student Development Section 學生發展處 (SDS)</li> <li>❖ Ms. Anita CHAU, Head of Student Resources Section 學生資源處 (SRS)</li> </ul> </li> </ul>   |
|  | <p>c) <u>Fundamental Academic Units</u></p> <ul style="list-style-type: none"> <li>• <i>Faculty of Arts and Humanities 人文學院 (FAH)</i> <ul style="list-style-type: none"> <li>❖ Ms. Rachel SIO, Faculty Secretary (Leader of QMS Workgroup)</li> </ul> </li> <li>• <i>Faculty of Business Administration 工商管理學院 (FBA)</i> <ul style="list-style-type: none"> <li>❖ Mr. Calvin VONG, Faculty Secretary</li> </ul> </li> <li>• <i>Faculty of Education 教育學院 (FED)</i> <ul style="list-style-type: none"> <li>❖ Ms. Miranda CHAN, Faculty Secretary</li> </ul> </li> <li>• <i>Faculty of Health Sciences 健康科學學院 (FHS)</i> <ul style="list-style-type: none"> <li>❖ Mr. Andrew LIU, Faculty Secretary</li> </ul> </li> <li>• <i>Faculty of Law 法學院 (FLL)</i> <ul style="list-style-type: none"> <li>❖ Ms. Winnie TAM, Faculty Secretary</li> </ul> </li> <li>• <i>Faculty of Social Sciences 社會科學學院 (FSS)</i> <ul style="list-style-type: none"> <li>❖ Ms. Kinny HOI, Faculty Secretary</li> </ul> </li> <li>• <i>Faculty of Science and Technology 科技學院 (FST)</i></li> </ul> |

## Management Structure of QEMS

|  | Name   |
|--|--|
|  | ❖ Ms. Alice CHAN, Faculty Secretary  |
|  | d) <u>Independent Academic Units</u>   |
|  | <ul style="list-style-type: none"> <li>• <i>Institute of Microelectronics</i> 微電子研究院 (IME) <ul style="list-style-type: none"> <li>❖ Mr. Leo NG, Functional Head</li> </ul> </li> <li>• <i>Asia-Pacific Academy of Economics and Management</i> 亞太經濟與管理研究所 (APAEM) <ul style="list-style-type: none"> <li>❖ Ms. Christie CHOI, Administrative Staff</li> </ul> </li> <li>• <i>Centre for Continuing Education</i> 持續進修中心 (CCE) <ul style="list-style-type: none"> <li>❖ Ms. Amelia TAM, Functional Head for Centre Administration</li> </ul> </li> <li>• <i>Cheong Kun Lun College</i> 張崑崙書院 (CKLC) <ul style="list-style-type: none"> <li>❖ Ms. Sophie TAM, Functional Head</li> </ul> </li> <li>• <i>Chao Kuang Piu College</i> 曹光彪書院 (CKPC) <ul style="list-style-type: none"> <li>❖ Mr. Kowin LAM, Administrative Staff</li> </ul> </li> <li>• <i>Choi Kai Yau College</i> 蔡繼有書院 (CKYC) <ul style="list-style-type: none"> <li>❖ Ms. Jenny MOK, Functional Head</li> </ul> </li> <li>• <i>Centre for Macau Studies</i> 澳門研究中心 (CMS) <ul style="list-style-type: none"> <li>❖ Ms. Winnie LO, Administrative Staff</li> </ul> </li> <li>• <i>Cheng Yu Tung College</i> 鄭裕彤書院 (CYTC) <ul style="list-style-type: none"> <li>❖ Ms. Gloria IAO, Administrative Staff</li> </ul> </li> <li>• <i>Graduate School</i> 研究生院 (GRS) <ul style="list-style-type: none"> <li>❖ Ms. Chrissy WONG, Administrative Staff</li> </ul> </li> <li>• <i>Honours College</i> 榮譽學院 (HC) <ul style="list-style-type: none"> <li>❖ Ms. Dorothy CHOI, Functional Head for College Administration</li> </ul> </li> <li>• <i>Henry Fok Pearl Jubilee College</i> 霍英東珍珠禧書院 (HFPJC) <ul style="list-style-type: none"> <li>❖ Ms. Goretti CHAN, Functional Head</li> </ul> </li> </ul> |

## Management Structure of QEMS

|                     | Name  |
|---------------------|---|
|                     | <ul style="list-style-type: none"> <li>• <i>Institute of Applied Physics and Materials Engineering</i> 應用物理及材料工程研究院 (IAPME) <ul style="list-style-type: none"> <li>❖ Mr. Chris FONG, Functional Head</li> </ul> </li> <li>• <i>Institute of Chinese Medical Sciences</i> 中華醫藥研究院 (ICMS) <ul style="list-style-type: none"> <li>❖ Ms. Chloe LAO, Functional Head</li> </ul> </li> <li>• <i>Lui Che Woo College</i> 呂志和書院 (LCWC) <ul style="list-style-type: none"> <li>❖ Ms. Shirley WU, Functional Head</li> </ul> </li> <li>• <i>Ma Man Kei and Lo Pak Sam College</i> 馬萬祺羅柏心書院 (MLC) <ul style="list-style-type: none"> <li>❖ Ms. Jenny LEONG, Functional Head</li> </ul> </li> <li>• <i>Moon Chun Memorial College</i> 滿珍紀念書院 (MCMC) <ul style="list-style-type: none"> <li>❖ Ms. Elaine LO, Functional Head</li> </ul> </li> <li>• <i>Stanley Ho East Asia College</i> 何鴻燊東亞書院 (SHEAC) <ul style="list-style-type: none"> <li>❖ Ms. Monica LIU, Functional Head</li> </ul> </li> <li>• <i>Shiu Pong College</i> 紹邦書院 (SPC) <ul style="list-style-type: none"> <li>❖ Mr. Leo CHE, Functional Head</li> </ul> </li> </ul> |
| <b>Facilitators</b> | <ul style="list-style-type: none"> <li>• Ms. Cornelia HO (Administrative Staff of RTO)</li> <li>• Ms. Ally HO (Administrative Staff of ADMO)</li> <li>• Ms. Katherina CHOI (Administrative Staff of ADMO)</li> <li>• Ms. Olivia WONG (Administrative Staff of HSEO)</li> <li>• Ms. Adelina CARREIRO (Administrative Staff of HSEO)</li> <li>• Ms. Virginia IUN (Administrative Staff of HSEO)</li> <li>• Mr. Michael CHEANG (Administrative Staff of HSEO)</li> </ul>   |

## Management Structure of QEMS

### 4. Quality Management System (QMS) Workgroup

|                     | Name   |
|---------------------|--|
| <b>Leader</b>       | Ms. Rachel SIO (Faculty Secretary of FAH, Leader of QMS Workgroup)   |
| <b>Members</b>      | <ul style="list-style-type: none"><li>• Mr. Paul PANG (Dean of Students)</li><li>• Dr. Annie CHAN (Director of ADMO)</li><li>• Mr. Antony SI TOU (Director of ICTO)</li><li>• Prof. Rico LAM (Registrar)</li><li>• Ms. Fiona O, (Leader of Suggestion Scheme)</li><li>• Mr. Peter LAO (Head of SFS)</li><li>• Ms. Winnie TAM (Faculty Secretary of FLL)</li><li>• Ms. Anita CHAU (Head of SRS, Leader of Performance Pledge)</li></ul> |
| <b>Facilitators</b> | <ul style="list-style-type: none"><li>• Ms. Cornelia HO (Administrative Staff of RTO)</li><li>• Ms. Ally HO (Administrative Staff of ADMO)</li><li>• Ms. Katherina CHOI (Administrative Staff of ADMO)</li></ul>   |

## Management Structure of QEMS

### 5. Environmental Management System (EMS) Workgroup

|                    | Name  |
|--------------------|---|
| <b>Leader</b>      | Ms. Phoebe CHEANG (Director of HSEO)  |
| <b>Members</b>     | <ul style="list-style-type: none"> <li>• Mr. TAI Sio Un (Head of CFM)</li> <li>• Ms. Celia LEI (Head of CSS)</li> <li>• Mr. LEONG Ka Ip (Head of EMS)</li> <li>• Ms. Mond WONG (Head of PCT)</li> <li>• Mr. Peter LAO (Head of SFS)</li> <li>• Ms. Anita CHAU (Head of SRS)</li> <li>• Mr. Winson CHEANG (Head of IUS)</li> <li>• Mr. Leo NG (Functional Head of IME)</li> <li>• Mr. Stephen LEI (Functional Head of Library Systems and Information Technology of LRD)</li> <li>• Ms. Athena CHAO (Laboratory Safety Officer of FHS)</li> <li>• Mr. Roy LEONG (Laboratory Safety Officer of FST)</li> <li>• Ms. Angela CHAN (Laboratory Safety Officer of FST)</li> <li>• Dr. Mike CHIO (Laboratory Safety Officer of IAPME)</li> <li>• Mr. Leon LAI (Lab Safety Officer of ICMS)</li> </ul> |
| <b>Facilitator</b> | <ul style="list-style-type: none"> <li>• Ms. Olivia WONG (Administrative Staff of HSEO)</li> <li>• Ms. Adelina CARREIRO (Administrative Staff of HSEO)</li> <li>• Ms. Virginia IUN (Administrative Staff of HSEO)</li> <li>• Mr. Michael CHEANG (Administrative Staff of HSEO)</li> </ul>   |