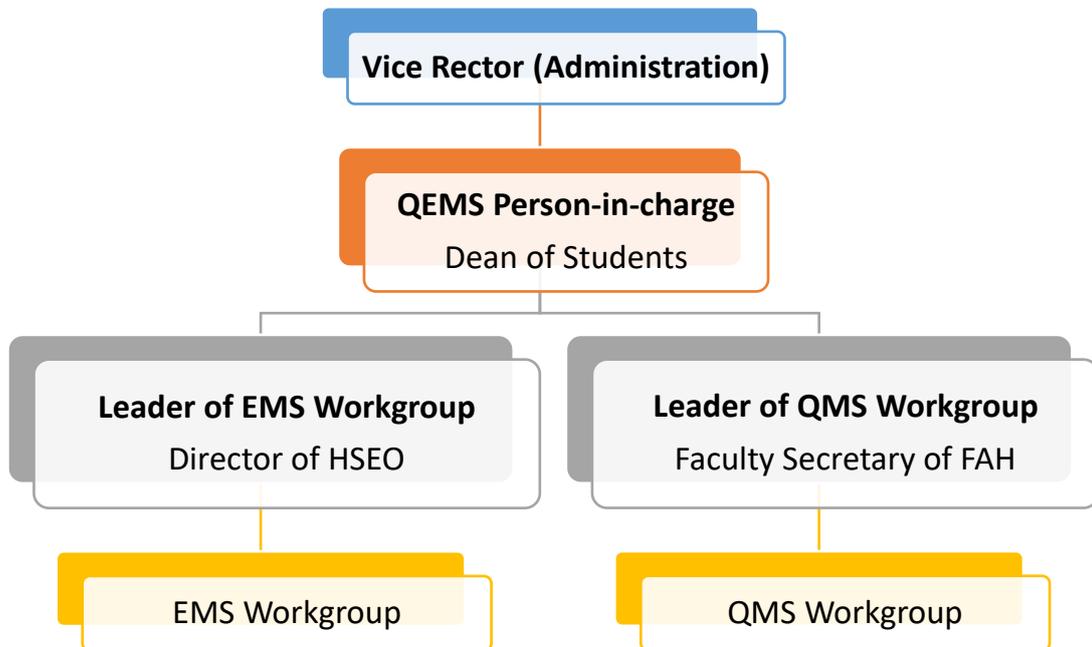


Management Structure of QEMS

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
Chairman	Dr. Claudia XU, Vice Rector (Administration)
Members (In alphabetical order of units' initial)	<ul style="list-style-type: none"> • <u>QEMS Core Members</u> • 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 <p>a) <u>Administrative Units</u></p> <ul style="list-style-type: none"> • <i>Campus Management and Development Office</i> 校園管理及發展部 (CMDO) <ul style="list-style-type: none"> ❖ Mr. Dick LAI, Director of CMDO ❖ Mr. TAI Sio Un, Head of Construction and Facilities Maintenance Section (CFM) 工程及設施維護處 ❖ Ms. Celia LEI, Head of Campus Services Section 校園服務處 (CSS) ❖ Mr. LEONG Ka Ip, Head of Electrical and Mechanical Section 機電處 (EMS) ❖ Mr. Peter LAO, Head of Security and Facilities Services Section 保安及設施服務處 (SFS) • <i>Communications Office</i> 傳訊部 (CO) <ul style="list-style-type: none"> ❖ Dr. Katrina CHEONG, Director of CO ❖ Ms. Angie WONG, Head of Public Relations Section 公共關係處 (PRS) • <i>Finance Office</i> 財務部 (FO) <ul style="list-style-type: none"> ❖ Ms. Candy LEI, Director of FO ❖ Mr. Indy CHENG, Head of Accounts Section 會計處 (ACC) ❖ Ms. Angela PANG, Head of Budget Section 預算處 (BGT) ❖ Ms. Yuki TAM, Head of Treasury Section 出納處 (TRE) • <i>Internal Audit Office</i> 財務部 (IAO) <ul style="list-style-type: none"> ❖ Ms. Annie TENG, Director of IAO • <i>Office of Administration</i> 行政部 (ADMO) <ul style="list-style-type: none"> ❖ Dr. Annie CHAN, Director of ADMO ❖ Ms. Helena TAN, Interim Head of Human Resources Section 人力資

Management Structure of QEMS

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

Management Structure of QEMS

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

Management Structure of QEMS

	Name
	<ul style="list-style-type: none"> ❖ Ms. Kinny HOI, Faculty Secretary
	<ul style="list-style-type: none"> • <i>Faculty of Science and Technology</i> 科技學院 (FST) <ul style="list-style-type: none"> ❖ Ms. Alice CHAN, Faculty Secretary
	<p>d) <u>Independent Academic Units</u></p> <ul style="list-style-type: none"> • <i>Institute of Microelectronics</i> 微電子研究院 (IME) <ul style="list-style-type: none"> ❖ Mr. Leo NG, Functional Head • <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"> ❖ Ms. Christie CHOI, Administrative Staff • <i>Centre for Continuing Education</i> 持續進修中心 (CCE) <ul style="list-style-type: none"> ❖ Ms. Amelia TAM, Functional Head for Centre Administration • <i>Cheong Kun Lun College</i> 張崑崙書院 (CKLC) <ul style="list-style-type: none"> ❖ Ms. Sophie TAM, Functional Head • <i>Chao Kuang Piu College</i> 曹光彪書院 (CKPC) <ul style="list-style-type: none"> ❖ Mr. Kowin LAM, Administrative Staff • <i>Choi Kai Yau College</i> 蔡繼有書院 (CKYC) <ul style="list-style-type: none"> ❖ Ms. Jenny MOK, Functional Head • <i>Centre for Macau Studies</i> 澳門研究中心 (CMS) <ul style="list-style-type: none"> ❖ Ms. Winnie LO, Administrative Staff • <i>Cheng Yu Tung College</i> 鄭裕彤書院 (CYTC) <ul style="list-style-type: none"> ❖ Ms. Gloria IAO, Administrative Staff • <i>Graduate School</i> 研究生院 (GRS) <ul style="list-style-type: none"> ❖ Ms. Chrissy WONG, Administrative Staff • <i>Honours College</i> 榮譽學院 (HC) <ul style="list-style-type: none"> ❖ Ms. Dorothy CHOI, Functional Head for College Administration

Management Structure of QEMS

	Name
	<ul style="list-style-type: none"> • <i>Henry Fok Pearl Jubilee College</i> 霍英東珍禧書院 (HFPJC) <ul style="list-style-type: none"> ❖ Ms. Goretti CHAN, Functional Head • <i>Institute of Collaborative Innovation</i> 協同創新研究院 (ICI) <ul style="list-style-type: none"> ❖ Ms. Iris LO, Functional Head for Institute Administration • <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"> ❖ Mr. Chris FONG, Functional Head • <i>Institute of Chinese Medical Sciences</i> 中華醫藥研究院 (ICMS) <ul style="list-style-type: none"> ❖ Ms. Chloe LAO, Functional Head • <i>Lui Che Woo College</i> 呂志和書院 (LCWC) <ul style="list-style-type: none"> ❖ Ms. Shirley WU, Functional Head • <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"> ❖ Ms. Jenny LEONG, Functional Head • <i>Moon Chun Memorial College</i> 滿珍紀念書院 (MCMC) <ul style="list-style-type: none"> ❖ Ms. Elaine LO, Functional Head • <i>Stanley Ho East Asia College</i> 何鴻燊東亞書院 (SHEAC) <ul style="list-style-type: none"> ❖ Ms. Monica LIU, Functional Head • <i>Shiu Pong College</i> 紹邦書院 (SPC) <ul style="list-style-type: none"> ❖ Mr. Leo CHE, Functional Head
Facilitators	<ul style="list-style-type: none"> • Ms. Cornelia HO (Administrative Staff of RTO) • Ms. Katherina CHOI (Administrative Staff of ADMO) • Ms. Kathy PUN (Administrative Staff of ADMO) • Ms. Olivia WONG (Administrative Staff of HSEO) • Ms. Adelina CARREIRO (Administrative Staff of HSEO) • Ms. Virginia IUN (Administrative Staff of HSEO) • Mr. Michael CHEANG (Administrative Staff of HSEO)

Management Structure of QEMS

4. Quality Management System (QMS) Workgroup

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

Management Structure of QEMS

5. Environmental Management System (EMS) Workgroup

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