

The University of Macau

Guidelines for the Use of Public Area on Campus

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Keywords: activities, bicycle lanes, bicycles, campus, campus traffic, car parks, cleaning, dangerous goods, disciplinary action, disposal, engineering works, environmental protection, landscape conservation, liquid pollutants, placement or hanging of objects, public area, public facilities, safety, UM roads, waste, electric mobility devices, EMDs, battery charging

Remarks: Summary of Changes: 1. To indicate that all EMDs are prohibited on campus; 2. Portable devices powered by lithium-ion or other high-energy-density rechargeable batteries or spare batteries of the same kinds are restricted according to battery capacity; 3. UM reserves the rights of pursuing administrative or legal responsibilities against violation of the above two newly added clauses; 4. To specify that public facilities shall be used for their designated purposes only; 5. To refine wording for better accommodation of operational needs.

1 INTRODUCTION

- 1.1 The Guidelines for the Use of Public Area on Campus is formulated to govern the use of public area on campus with the objective of involving users' obligation to building a safe, healthy, nice, peaceful and environmental-friendly campus and hence continuously enhancing the quality of campus life;
- 1.2 Except for areas with designated users and managers, the Guidelines for the Use of Public Area on Campus shall apply to areas which belong to and are managed by the University of Macau (hereinafter referred to as "UM");
- 1.3 The definitions of the terms which are used in the Guidelines for the Use of Public Area on Campus are:
 - 1.3.1 Public area: Public facilities without designated users and managers and space which is under UM's management and is for public use, such as pavements, squares, roads, bicycle lanes, waterbody, landscape, corridors, staircases, rooftops, exterior walls, campus border and public washrooms;
 - 1.3.2 Public facilities: Facilities in the public area stated in the aforementioned item;
 - 1.3.3 Solid waste: Discarded rubbish, waste, miscellaneous materials such as construction residues and substances which are harmful to public health or environment;
 - 1.3.4 Domestic solid waste: Waste generated due to residential use, with exception of those which cannot be collected through normal removal means, such as large-sized furniture;
 - 1.3.5 Public solid waste: Solid waste generated during use, cleaning and maintenance of public area, with exception of those which cannot be collected through normal removal means, such as outdoor tables and chairs;
 - 1.3.6 Large-sized solid waste: Solid waste which cannot be collected by garbage trucks due to its large size such as household furniture from dormitory, outdoor furniture and large equipment;

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- 1.3.7 Laboratory waste: Solid or liquid waste generated during experiments. This type of waste may contain hazardous substances which are chemical, biohazardous or radioactive. This should be handled according to the relevant guidelines (Appendix 2) established by Office of Health, Safety and Environmental Affairs and should be delivered and disposed by qualified units or companies.

2 GENERAL GUIDELINES

2.1 Guidelines on Access to Public Area and Use of Public Facilities:

- 2.1.1 UM has the right to restrict the following groups of people from accessing to and staying at public area or using public facilities. This is also applicable to people who attend or participate in activities or performance held in public area;
- 2.1.1.1 People who are under the age of 18, without the accompany of adults, use public facilities which may cause accidents or harm to themselves;
- 2.1.1.2 People who are drunk or under the influence of narcotic or psychotropic drugs;
- 2.1.1.3 People who disrupt campus order;
- 2.1.1.4 People who bring animals or pets (except police dogs, guide dogs, and animals for academic purposes or in designated zones);
- 2.1.1.5 People who do not give the right of way to pedestrians;
- 2.1.1.6 Drivers who do not follow the guidelines for the use of UM roads and traffic signs;
- 2.1.1.7 People who do not comply with the guidelines of relevant areas or facilities;
- 2.1.1.8 Organizers or participants of activities which are held in public area without permission;
- 2.1.1.9 People who use loudspeakers or audio systems in public area without permission;
- 2.1.1.10 People who violate the law of Environmental Protection Bureau on governing environmental noise;
- 2.1.1.11 People who do not follow the reasonable requests or instructions of UM staff;
- 2.1.1.12 People who cause harm to the cleanliness, environment and hygiene of public area;
- 2.1.1.13 People who damage or destroy public facilities;
- 2.1.2 UM shall post the aforementioned restrictions, including the guidelines and instructions on use of public facilities, at the appropriate locations in public area and in an appropriate way;

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2.2 Guidelines on Placement or Hanging of Objects

- 2.2.1 Placement or hanging of facilities, equipment, apparatus or objects in public area without permission is prohibited;
- 2.2.2 When placing or hanging facilities, equipment, apparatus or objects in public area or during goods loading or unloading process, it is necessary that access of pedestrians and vehicles is not blocked and public security is not affected;
- 2.2.3 If object owners violate aforementioned items, depending on situation, UM will give verbal or written warning to the concerned parties and may request assistance of the Public Security Police Force or other competent authority when necessary;
- 2.2.4 When object owners are not confirmed, under the prerequisite that the objects do not affect public security or use of public area, UM shall make announcement in an appropriate way near the locations which the objects are placed, requesting the object owners to remove all objects within specific period. Otherwise, the objects will be handled as solid waste;
- 2.2.5 If the facilities, equipment, apparatus or objects placed or hung in public area have negative impact on public security and to other users, UM has the right to take immediate action in handling them;
- 2.2.6 For object owners who violate items 2.2.4 and 2.2.5, UM reserves the rights of pursuing administrative or legal responsibilities against them and of claiming expenses incurred in the handling process of objects for them.

2.3 Guidelines on Disposal of Waste

- 2.3.1 In general, domestic solid waste should be disposed in rubbish bins or garbage rooms in each building;
- 2.3.2 For buildings without rubbish bins or garbage rooms, domestic or other types of solid waste should be disposed in public rubbish bins and garbage rooms in the relevant zones;
- 2.3.3 When temporary placement of solid waste in public area is needed, prior approval from the Campus Services Section shall be obtained. In addition, the waste should be put in appropriate containers and removed within the same day;
- 2.3.4 The storage and handling of chemicals and hazardous waste shall be done according to the guidelines and procedures established by Office of Health, Safety and Environmental Affairs;
- 2.3.5 Large-sized solid waste should be disposed at the designated garbage collection points for large-sized garbage assigned by IAM.

2.4 Guidelines on Removal and Transportation of Waste

- 2.4.1 Unloading or disposing solid waste on campus is prohibited, unless in designated or authorized locations;

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- 2.4.2 The owners of the large-sized solid waste are responsible for the delivery of the solid waste to the designated garbage collection points for large-sized garbage assigned by IAM;
 - 2.4.3 Chemical and hazardous waste shall be disposed and delivered by qualified units or companies and according to the regulations and procedures established by Office of Health, Safety and Environmental Affairs;
 - 2.4.4 In order to minimize risk of public health, harm to the environment and inconvenience to people and traffic on campus, before the removal of solid or liquid chemical waste, the most appropriate delivery time and route must be obtained from Office of Health, Safety and Environmental Affairs and Campus Management and Development Office in advance. Such information should be provided according to the specific conditions of each zone.
- 2.5 Guidelines on Cleaning
- 2.5.1 In general, cleaning of public area and public facilities is responsible by the Campus Services Section;
 - 2.5.2 Organizers are responsible for venue cleaning and removal of solid waste produced due to the activities held.
- 2.6 Guidelines on Environmental Protection and Landscape Conservation
- 2.6.1 Cutting or damaging plants on campus is prohibited; if the landscaping has to be changed or removed, prior approval from Campus Management and Development Office must be obtained;
 - 2.6.2 Unless with prior approval from Campus Management and Development Office, planting and freeing animals on campus are prohibited;
 - 2.6.3 Smoking on campus is prohibited, except in designated smoking areas;
 - 2.6.4 UM has set designated vehicle washing areas which are for the UM fleet only;
 - 2.6.5 When holding activities in public area or using public facilities, organizers, participants or users shall follow the environmental protection policy of UM.
- 2.7 Guidelines on Campus Traffic
- Guidelines on Use of UM Roads, Bicycle Lanes and Car Parks:
- 2.7.1 UM has the rights in the use of UM roads, bicycle lanes and car parks and make amendment and temporary arrangement on campus traffic. In addition, UM will inform users via appropriate means;
 - 2.7.2 All motor vehicles which use UM roads and car parks shall have legal registration documents issued by authorized entities of Macao SAR Government, unless with prior approval from Campus Management and Development Office;
 - 2.7.3 All motor vehicles which use UM roads and car parks shall follow traffic signs on campus and shall comply with the [University of Macau Parking Management Rules \(CMDO-SFS.04/201606/200\)](#);

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- 2.7.4 Bicycles used on campus shall be registered with Security and Facilities Services Section in advance and comply with the [Guidelines of Bicycle Riding and Parking \(CMDO-SFS.10/201410/300\)](#);
 - 2.7.5 Bicycles shall be ridden on appropriate lanes and be parked in designated bicycle parking stations with locks;
 - 2.7.6 Bicycles, automatic sliding devices or roller-skates are prohibited in any indoor areas;
 - 2.7.7 All Electric Mobility Devices (EMDs), including but not limited to electric bicycles and electric scooters, are prohibited on campus;
 - 2.7.8 Portable devices powered by lithium-ion, lithium-polymer, or other high-energy-density rechargeable batteries or spare batteries of such types with capacity exceeding 160Wh are prohibited in any indoor areas. Prior approval shall be obtained for carrying the above-mentioned devices or batteries with capacity between 101Wh and 160Wh in indoor areas, unless otherwise authorized;
 - 2.7.9 Electric wheelchairs, medical devices, car jump starters for motor vehicle jump starting purpose, equipment and tools used in E&M systems by designated units or approved works are exempt from the above clause;
 - 2.7.10 Pedestrians have the absolute right of way in public area on campus.
 - 2.7.11 For users who violate items 2.7.7 and 2.7.8, UM reserves the rights of pursuing administrative or legal responsibilities against them and of claiming expenses and loss incurred.
- 2.8 Guidelines on Application of Holding Activities and Undergoing Engineering Works on Campus
- 2.8.1 Objective:

This chapter sets the general guidelines of holding activities, undergoing engineering works and using related facilities in public area on campus.
 - 2.8.2 Mandatory Requirement:

As stipulated in this chapter, individuals and groups who hold activities, undergo engineering works and use related facilities in public area shall send application request and obtain prior approval from relevant departments.
 - 2.8.3 Guidelines on Holding Activities, Undergoing Engineering Works and Using Related Facilities on Campus
 - 2.8.3.1 For all kinds of activities hold on campus, an application request shall be sent to Campus Management and Development Office in advance. Camping, sleeping in public area, fishing, swimming or any aquatic activities are prohibited, unless with prior approval from Campus Management and Development Office;

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- 2.8.3.2 To prevent the risk of fire, acts involving fire or kindling of any materials are prohibited, unless with confirmation from Office of Health, Safety and Environmental Affairs that the proposed locations are safe and are with sufficient fire extinguishing equipment and with prior approval from Campus Management and Development Office or at locations specifically indicated for this purpose;
- 2.8.3.3 All individuals and groups who hold activities, undergo engineering works and use related facilities in public area on campus shall follow the below guidelines:
- a) The environmental protection policy of UM and other relevant guidelines (Appendix 2);
 - b) Rules, regulations or guidelines of units responsible for the approved activities or the awarded engineering works.
- 2.8.3.4 Compliance with the below guidelines in order to protect the interests of other users:
- a) If the activities held or engineering works impede the use of pavements, roads, bicycle lanes, other public area or the normal use of public facilities, responsible units of the approved activities or awarded engineering works should post notices in appropriate locations or make announcement in appropriate way in advance to inform any parties who will be affected;
 - b) To minimize the negative impact on the public, safety measures should be set before the start of activities or engineering works.
- 2.8.3.5 Obligation of restoring the condition of public area or facilities
- a) After the completion of activities and engineering works, related individuals or groups should dismantle and remove all belongings, rubbish and facilities and restore the condition of the venues and facilities, including cleaning work;
 - b) Unless with prior approval, the restoring work should be executed within 24 hours after the completion of activities and engineering works. Otherwise, UM has the right to restore the venues and facilities directly or through third parties. All non-UM objects and facilities will be handled as solid waste. At the same time, UM reserves the rights of pursuing any administrative or legal responsibilities against the activity organizers and the person-in-charge of the engineering works and of claiming expenses and loss incurred in the handling process for them.
- 2.8.3.6 Exception:

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- a) Temporary placement of flower baskets or flower stands does not require prior application and shall not exceed 48 hours. However, it is on the prerequisite that the placement does not obstruct the access of vehicles or pedestrians and building access;
 - b) After the 48 hours referred in the preceding sub-item, individuals or groups who place or receive the flower baskets or flower stands shall remove them promptly. Otherwise, the objects will be handled according to item 2.8.3.5(b).

2.9 Handling of Liquid Pollutants and Dangerous Goods

Guidelines on Discharge of Sewage, Liquid Chemicals, Biohazardous and Hazardous Waste Water:

- 2.9.1 All sewage, liquid chemicals, biohazardous and hazardous waste water should be discharged to designated containers, tanks or exclusive sewage system.
- 2.9.2 Unless in emergency cases, the following acts are prohibited:
 - 2.9.2.1 Discharge of sewage, liquid chemicals, biohazardous and hazardous waste water in public area on campus;
 - 2.9.2.2 Discharge of liquid chemicals, biohazardous and hazardous waste water in general sewage drainage system;
 - 2.9.2.3 Discharge of sewage, liquid chemicals, biohazardous and hazardous waste water in rainwater drainage system.
- 2.9.3 Building tanks for discharge of sewage, liquid chemicals, biohazardous and hazardous waste water in the coverage of drainage system is prohibited, unless with authorization from Office of Health, Safety and Environmental Affairs;
- 2.9.4 The handling of the aforementioned sewage, chemicals and waste water shall be in accordance with the environmental protection policy of UM and relevant guidelines (Appendix 2) established by Office of Health, Safety and Environmental Affairs.

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3 GENERAL OBLIGATION OF USERS

- 3.1 To build and maintain a safe, healthy, nice, peaceful and environmental friendly campus, users shall follow the guidelines below when using public area and facilities:
 - 3.1.1 No illegal behavior;
 - 3.1.2 No behavior threatening campus safety;
 - 3.1.3 Preserve the ecological environment on campus;
 - 3.1.4 Avoid making noise which causes disturbance to others so as to upkeep the peacefulness of campus;
 - 3.1.5 Respect campus culture and do not disrupt campus order;
 - 3.1.6 Maintain personal hygiene and public cleanliness;
 - 3.1.7 Using public facilities with care and for their designated purposes only.
- 3.2 Individuals who are in public area or use public facilities shall not act in the way which is contrary to the principles of the aforementioned guidelines, especially those listed in Appendix 1;
- 3.3 Users shall comply with all relevant laws and regulations of Macao SAR Government and policies, regulations, rules and guidelines of UM (Appendix 2).

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4 MONITORING, MANAGEMENT AND PENALTY

4.1 Powers and Duties

- 4.1.1 Campus Management and Development Office is the authorized unit to monitor the compliance of the Guidelines for the Use of Public Area on Campus, except for cases which shall be under the jurisdiction of relevant administrative units;
- 4.1.2 If individuals or groups violate the Guidelines for the Use of Public Area on Campus or commit infractions listed in Appendix 1, staff of sub-units under Campus Management and Development Office and their outsourced management companies shall require the offenders to rectify their behavior. The staff shall also report the incident according to facts and take records such as photos, videos and declaration as evidence for any follow-up actions;
- 4.1.3 If UM staff or students violate the Guidelines for the Use of Public Area on Campus, UM has the right to forbid them from accessing to public area. In addition, this incident will be reported to relevant faculties and departments for disciplinary actions;
- 4.1.4 If non-UM people violate the Guidelines for the Use of Public Area on Campus, UM has the right to restrict them from accessing to public area and using public facilities. In addition, UM reserves the right of claiming loss incurred;
- 4.1.5 Should illegal acts be identified in public area on campus, UM shall report this to concerned Macao SAR Government departments for further handling. In addition, UM has the right to restrict the pertinent people from accessing to public area and using public facilities. Furthermore, UM reserves the right of claiming loss incurred.

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Appendix 1

According to the Guidelines for the Use of Public Area on Campus, examples of infractions include but not limited to the following items:

1 CAMPUS SECURITY AND PERSONAL BEHAVIOR

- 1.1 Under normal circumstances, not following the advice or instructions of UM staff;
- 1.2 Camping or sleeping in public area on campus without prior approval.
- 1.3 Use of fire and firecrackers, kindling of votive paper and wax-burning.
- 1.4 Throwing objects or pouring out liquid from windows or balconies.
- 1.5 Entry of restricted areas, unless with authorization.
- 1.6 Conducting any behaviors which disturb people or cause campus disorder.
- 1.7 Undergoing engineering work without implementing sufficient safety measures, for example, building fence, setting protective facilities and installation of signal or lighting equipment.
- 1.8 Partial or full naked in public area or facilities on campus or act indecently which cause discomfort to others.
- 1.9 Climbing or climbing over campus border.
- 1.10 Entry of waterbody, unless with authorization.
- 1.11 Fighting or threatening others with force on campus.
- 1.12 Use of Electric Mobility Devices (EMDs) on campus.

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2 CAMPUS ACTIVITIES

- 2.1 Blocking access of vehicles or pedestrians due to the activities held or no cleaning up or restoration of the activity venues after the activities took place.
- 2.2 Holding activities in public area on campus without prior approval.
- 2.3 Using loudspeakers or audio systems in public area.
- 2.4 Using of remote control aircrafts, ships, cars or kites in public area without prior approval.
- 2.5 Holding communications or promotion events for individuals or groups without prior approval from relevant departments.
- 2.6 Making noise which causes disturbance to others.
- 2.7 Taking wedding photos without prior approval.
- 2.8 Holding demonstrations in public area on campus without prior approval.

3 CAMPUS HYGIENE

- 3.1 Pouring or placing of any types of waste, contaminants or hazardous waste in public area.
- 3.2 Discharge, spillage or leakage of sewage, liquid chemicals, biohazardous or hazardous waste water to rainwater or sewage drainage system, waterbody or lakes etc..
- 3.3 Disposal of non-well-wrapped domestic solid waste.
- 3.4 Disposal of other types of waste in rubbish bins or other containers designated for domestic or public solid waste.
- 3.5 No cleaning up of waste which is dropped in public area on campus during delivery, loading or unloading process promptly.
- 3.6 Spitting, blowing one's nose without tissue paper, urinating or excreting in public area or facilities other than washrooms.

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4 CAMPUS FACILITIES

- 4.1 Using equipment, tools or water designated for irrigation, firefighting or cleaning purposes in public area without permission.
- 4.2 Car washing of UM vehicles in non-designated vehicle washing areas or washing of private vehicles on campus or in car parks.
- 4.3 Damaging or destroying facilities in public area.
- 4.4 Hanging clothes, fabrics, carpets or other items in public area or on campus facilities without permission.
- 4.5 Drawing, painting or making graffiti on public facilities.
- 4.6 Moving or changing road signs and directional signs in public area without permission.
- 4.7 Charging portable devices powered by lithium-ion, lithium-polymer, or other high-energy-density rechargeable batteries or spare batteries of such types with capacity exceeding 100Wh on campus without prior approval.

5 CAMPUS ECOLOGICAL ENVIRONMENT

- 5.1 Smoking in non-smoking area on campus.
- 5.2 Fishing, swimming or having aquatic activities in waterbody.
- 5.3 Feeding, capturing, injuring or ill-treating any birds, aquatic or land animals.
- 5.4 Planting and freeing animals on campus.

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6 PETS ON CAMPUS

- 6.1 Raising pets in unauthorized zones.
- 6.2 Bringing animals or pets into the campus, except guide dogs, police dogs, and animals for academic purposes or in designated zones;
- 6.3 No clearance of waste from pets immediately, except for blind people;
- 6.4 Raising pets or animals without license.
- 6.5 Allowing pets or animals to move around freely and cause discomfort to others.
- 6.6 Noise produced by pets or animals causes disturbance to others.
- 6.7 Abandonment of pets or animals.
- 6.8 When in designated zones on campus, pets do not have their chains on or move around freely. This is also an offence violating the law of Macao SAR Government.
- 6.9 Abandonment of corpses or body parts of animals in public area.

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Appendix 2

1 LAWS AND REGULATIONS

1.1 Laws and regulations of Macao SAR Government

- (1) [Regime of Tobacco Prevention and Control \(Law no. 5/2011\)](#)
- (2) Relevant content about raising pets in [General Regulations Governing Public Places \(Administrative Regulation no. 28/2004\)](#)
- (3) [Prevention and Control of Environmental Noise \(Law no. 8/2014\)](#)
- (4) Relevant content about use of remote control aircrafts and kites in public area in item d of Article 6 of [Portaria no. 233/95/M](#) dated 14/08/1995, subsequently amended by [Despacho of Chief Executive no. 295/2010](#) dated 18/10/2010

1.2 Policies, regulations, rules and guidelines of UM

- (1) [No Smoking Policy \(HSEO.06/201112/101\)](#)
- (2) [Quality and Environmental Policy](#)
- (3) [University of Macau Parking Management Rules \(CMDO-SFS.04/201606/200\)](#)
- (4) [Guidelines of Bicycle Riding and Parking \(CMDO-SFS.10/201410/300\)](#)
- (5) [Hazardous Waste Management](#)