

**Construction Industry Council
Construction Workers Registration Board**

The 2nd meetings of the Construction Workers Registration Board (CWRB) were held on 30 January 2013 (Wednesday) at 4pm at Meeting Room 1, CIC Headquarters, 15/F Allied Kajima Building, 138 Gloucester Road, Wan Chai, Hong Kong.

Summary Notes of Construction Workers Registration Board Meeting No. 002/13.

Agenda Item	Paper	Major Resolutions/Progress Highlights
1.1	-	<p><u>Minutes of the last meeting</u> The amended minutes of the 1st CWRB meeting were confirmed (amendments had been circulated to all members on 28 January 2013 by email.)</p>
2.1 - 2.2 and 2.4	CB/2013/06 (Membership List and Terms of Reference of CWRB)	<p><u>To endorse circulation papers</u> The circulation papers/notices sent to members on 10 January 2013 were confirmed. The papers/notices covered the membership list and terms of reference of CWRB, organization structure of CIC and the representative of CWRB on the Taskforce on Amending CWRO. CIC would revise its website to include the endorsed terms of reference of CWRB after they have been reported to the Council.</p>
2.3	-	<p><u>Extra manpower and wages for the new opening hours of Workers Registration Office (WRO) (service on Sundays)</u> In order that the Sunday service of WRO can be rolled out incessantly, WRO would, before the proposal on acquiring extra manpower for WRO is submitted and accepted by CIC, stick to the current arrangement for engaging additional staff, until end of April 2013. WRO would arrange a forum to be attended by all WRO staff to collect their opinions on the four proposed solutions on staffing arrangement for the new opening hours of WRO.</p>

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		<p>After consensus is reached, WRO would prepare a paper covering operation logistics, manpower requirement and estimated expenses for the consideration of CWRB.</p>
3.1	CB/2013/07	<p><u>Additional Manpower for WROs during the peak renewal periods in 2013</u> Approved the additional manpower, facilities and equipment required by WROs during the peak renewal periods in 2013.</p> <p>Advised WRO and WR-Sect to study the long-term manpower deployment for renewal peak periods which emerge every two to three years, and the feasibility of turning some of the temporary posts in WRO into permanent positions for better commitment and team spirit.</p> <p>Advised WRO and WR-Sect to examine the feasibility of prolonging the validity of worker registration by 1 to 12 months to level out the normal 3-year validity of registration, so as to relieve the influx of workers to WROs for registration renewal, and to liaise with the vendor of the Computerized Registration Management System (the System, CRMS) for manually amending the entry to the “Validity” field in the System.</p>
3.2	CB/2013/08	<p><u>Publicity Plan 2013 of CWRB</u> Accepted the proposed publicity plan 2013 of CWRB.</p>

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		<p>WR-Sect would follow the procurement procedures of CIC to purchase SMS for the purposes stated in the plan. For small amount expenses, e.g. graphic design fee for point of point of sales materials and promotion literature of the Scholarship programme, if WR-Sect would like to speed up the approval process by taking over the procurement itself yet following the guidelines for procurement and call for quotations, WR-Sect has to draft and circulate a paper on such procurement and call for quotation procedures to CWRB members for deliberation and then to CIC for approval.</p> <p>The then “Construction Workers Registration Authority (CWRA) Scholarship would change its name to “Scholarship for family members of Construction Workers”. The budget on publicity of the event and prize presentation should be less than the total amount of scholarship that is to be granted. Members also suggested setting aside some budget to award applicants with same scores and scholarship winners who choose construction-related disciplines, and to stage the presentation ceremony at ZCB.</p> <p>Enquire the Corporate Communications & Marketing department on the type and quantity of souvenirs available as giveaways for construction workers who come to WRO for registration/renewal. It must be noted that the giveaways have to be good for use by construction workers in terms of product design, usage and production costs. The souvenirs also need to focus on promoting CIC as well as construction workers registration.</p>
3.3	CB/2013/09	<p><u>Financing the Trade Unions-assisted Renewal Service</u> Agreed to continue to finance, on an accountable and cost-recovery basis, the trade unions who</p>

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		<p>provide renewal service for registered construction workers. CWRB would monitor the effectiveness of the service in six months' time.</p> <p>WR-Sect would review the agreement with trade unions on providing renewal service and put in an additional clause that the service would be reviewed after one year. WR-Sect would also include the work progress of each participating trade union in the minutes of this CWRB meeting.</p>
4.1 - 4.3	CB/2013/10 CB/2013/11 CB/2013/12	<p><u>Reports of WRO, Inspection & Enforcement and STC</u></p> <p>The reports of WRO, Inspection & Enforcement and STC were noted. CWRB also noted that Mr Charles Wong had been appointed the Registrar of Construction Workers Registration (註冊主任).</p>
4.4	CB/2013/13	<p><u>Report of CRM</u></p> <p>Endorsed CRM's recommendations to split the registration and trade test of Marble Worker by administrative measure, to add the registration category of Registered Semi-skilled Worker (RSS) to the trade of Curtain Wall Installer and to other trades that have no such provision, and to conduct inspection of construction sites on Sunday once every quarter. The Sunday inspection arrangement would be reviewed after one year.</p> <p>In response to the enquiry made by a member on the procedures of splitting a trade, WR-Sect would send the related guidelines and procedures to the member after the meeting for his reference.</p>

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5 and 6	-	<p><u>Other Items</u></p> <p>Noted the verbal report of the Taskforce on Amending CWRO.</p> <p>Agreed in principal that photocopying charges would be waived for workers who come to WROs for registration/renewal. In a bid to avoid abuse of the free service, the amount of free copies would be capped at 10 sheets. A review report would be submitted to CWRB after six months.</p>

Remarks: The mentioned papers discussed at the Construction Workers Registration Board can be made available to Council Members from the CIC Secretariat upon request.