

**Construction Industry Council**

**6<sup>th</sup> Meeting of Construction Industry Training Board**

**Purpose**

This paper sets out the main points discussed at the 6<sup>th</sup> Meeting of the Construction Industry Training Board (CITB) held on 20 November 2008. The record of attendance is given at Annex A.

**Issues discussed**

2. Members discussed the following items –

**CITB Budget Estimates for 2009**

3. The administration briefed Members on various tasks on training, trade tests and registration that would be continued in 2009 by the Construction Industry Council Training Academy (CICTA) in addition to the project of setting up a new training ground in Tin Shui Wai and the taking back of E&M trade tests. The administration also explained the budget estimates on income and expenditure for 2009 with reference to the relevant work schedules. Members discussed the major items of the budget estimates:

i) Estimated income for 2009

Members noted that the income of CITB would be categorized into six major items including ‘income from short courses organized for the Employees Retraining Board’, ‘income from part-time and commissioned courses’, ‘income from specified training courses’, ‘trade testing income’, ‘fees from registration services’ and ‘other income’. The estimated total income for 2009 would increase slightly compared with the revised income estimates for 2008.

ii) Estimated expenditure for 2009

Members also noted that the expenditure of CITB would be categorized into six items, namely ‘staff costs’, ‘training expenses’, ‘workshop expenses’, ‘publicity and public relations expenses’, ‘general administrative expenses’ and ‘repair and maintenance expenses’. The

total expenditure for 2009 was estimated to be slightly higher than the revised expenditure estimates for 2008. In response to an enquiry about 'staff costs', the administration explained that the concerned budget for 2009 was estimated based on the approved staff establishment and some new posts. The new posts are required to take up the work at the Tin Shui Wai Training Ground and the taking back of E&M trade tests, etc. Yet, CICTA would try to re-deploy the existing staff resources to cope with those new tasks and would only recruit staff on a short-term basis when needed. Some Members suggested including the original budget for 2008 to reflect the variances in expenses during the year. For 'machine rentals' under 'workshop expenses', CICTA would follow Members' advice to utilize the existing resources first and delete the item. Apart from that, Members also suggested CICTA to submit the operating costs of each training ground and the corresponding statistics on workers under training and taking trade tests. Such data would be helpful in planning future development.

iii) Capital expenditure

Regarding capital expenditure, Members noted the budget estimates for 2009 and the revised budget for 2008. Members suggested adding notes to the respective items indicating the amounts after depreciation and listing those capital projects budgeted for but not yet implemented in 2008. As for the centre facilities, another Member suggested working out a long-term and sustainable implementation plan for maintenance works. Members agreed to support CICTA's capital projects planned for 2009 but the budget for the concerned projects should be reviewed by the Committee on Administration and Finance in accordance with the established procedures. In addition, all expenses should be properly accounted for as the construction industry levy came from the industry.

4. Following Members' discussion, the 2009 budget estimates for CICTA would be revised and submitted to the Committee on Administration and Finance for review. In addition, Members also suggested submitting quarterly financial reports of CICTA to the Committee on Administration and Finance detailing the actual income and expenditure items against the original budget so that adjustments could be made where necessary.

**Further Actions**

5. The following further actions were agreed –
- (a) to submit the budget estimates endorsed by CITB to the Committee on Administration and Finance of CIC for review; and
  - (b) to submit CICTA's quarterly financial reports to the Committee on Administration and Finance on a regular basis.

**CITB Secretariat**  
**November 2008**

**Construction Industry Training Board  
6<sup>th</sup> Meeting held on 20 November 2008 at 9:30 a.m.  
in Conference Room, 7/F, Management Training & Trade Testing Centre**

**Record of Attendance**

**Present**

Ir Billy W H Wong	Chairman
Ir Paul Chong	
Ir Helen Kwan	
Ir Jimmy PM Chan	(representing Mr Tong Sek-por, David)
Mr S H Tso	
Mr Chow Luen-kiu	
Mr Cheung Tak-hing	

**Apologies**

Ir Thomas Ho  
Mr Wan Koon-sun  
Mr Donald Choi  
Ir Dr Lawrence Chan  
Ir Jimmy Tse  
Ir Yu Sai-yen

**In Attendance**

Mr Tao Kei-hung	Chief Assistant Secretary for Development (Works) 1
Mr Charles Wong	Director (Training) Construction Industry Council
Ms Theresa Chan	Senior Manager (Finance & e-Services) Construction Industry Council
Mr Alfred Wong	Accounting Manager Construction Industry Council
Mr Wong Chi-lap	Senior Manager (Safety Training and Trade Testing) Construction Industry Council Training Academy

**DRAFT**

**CIC/CMT/P/109/08**

**Annex A**

Mr Chu Yin-lin	Senior Manager (Construction Training) Construction Industry Council Training Academy
Ms Sophie Leung	Secretary Construction Industry Training Board
Ms Shirley Lam	Assistant Secretary Construction Industry Training Board