

Construction Industry Council

**Proposed Subcommittee Structure for
Construction Industry Training Board
(CITB)**

(I) Purpose

- This paper submits for endorsement a proposal for the subcommittee structure of CITB which was discussed and supported at the 2nd meeting of the Committee on Manpower Training and Development (Com MTD) on 2 October 2007.

(II) Introduction

(A) Amalgamation of CIC and CITA

- The provisions of the CIC Ordinance enacted on 24 May 2006 were devised to be brought into operation in two phases –
 - the first phase covering the formation of CIC on 1 February 2007
 - the second phase covering CIC's amalgamation with CITA (to take effect on 1 January 2008) whereby the existing functions of CITA in relation to training and trade testing will be transferred to a new committee named CITB to be formed under CIC.

(B) Supplementary Functions of CIC

CIC Ordinance, Section 6

Without limiting section 5, the Council also has the following functions-

- (a) to provide training courses for the construction industry;*
- (b) to establish and maintain industrial training centres for the construction industry;*
- (c) to assist, including by provision of financial assistance, in the placement of persons who have completed training courses provided for the construction industry;*
- (d) to assess the standards and skills achieved by any person in any kind of work involving or in connection with the construction industry, to conduct examination and tests, to issue or award certificates of attendance or competence, and to establish the standards to be achieved in respect of any such work; and*
- (e) where it is appointed under the Construction Workers Registration Ordinance (18 of 2004) as the Registrar of Construction Workers under that Ordinance, to perform the functions conferred or imposed on the Registrar by or under that Ordinance or any other enactment.*

(C) Formation of CITB

- **CIC Ordinance, section 29**
 - (1) *The Council shall establish a committee to perform its supplementary functions under section 6.*
 - (2) *The committee established under subsection (1) is to be known in the English language as the “Construction Industry Training Board” and in the Chinese language as ‘建造業訓練委員會’.*
- As agreed at the 5th CIC meeting on 10 September 2007, “Construction Industry Council Training Academy” will be adopted as the name of the training establishment to be operated by CITB.

(D) Composition of CITB (by sector)

| CITB Chairman <small>Note 1</small> | CITA Chairman <small>Note 2</small> |
|--|--|
| CIC is to appoint a Board member to be the <u>chairman</u> of the Board. | The Chief Executive shall appoint a CITA <u>member</u> to be chairman of CITA. |

Note 1 - Section 2(4) of Schedule 4 of CIC Ordinance

Note 2 – Section 8(1) of Industrial Training (Construction Industries) Ordinance

| CITB Members Note 3 | CITA Members Note 4 |
|---|---|
| 4 are to be persons who, in the opinion of CIC, represent <u>professionals or consultants</u> connected with the construction industry | 1 shall be a person nominated by HKIA 1 shall be a person nominated by HKIS 1 shall be a structural engineer nominated by HKIE 1 shall be a civil engineer nominated by HKIE |
| 3 are to be persons who, in the opinion of CIC, represent <u>contractors</u> in the construction industry | 2 shall be persons nominated by HKCA 1 shall be a person nominated by HKFEMC |
| 1 is to be a person who, in the opinion of CIC represent a <u>training institution or tertiary educational institution</u> connected with the construction industry | 1 shall be a person nominated by the Executive Director of the Vocational Training Council |

Note 3 - Section 2(2) of Schedule 4 of CIC Ordinance

Note 4 – Section 7(1) of Industrial Training (Construction Industry) Ordinance

| CITB Members | CITA Members |
|--|---|
| <p>2 are to be persons who, in the opinion of CIC, are from <u>trade unions</u> representing workers employed in the construction industry that are registered under the Trade Unions Ordinance (Cap. 332)</p> | <p>1 shall be a person who holds office as an official of a trade union representing workers employed in the construction industry</p> <p>1 shall be a person who holds office as an official of a trade union representing electrical and mechanical workers employed in the construction industry</p> |
| <p>1 is to be such <u>other persons as CIC thinks fit</u> to be a member of CITB</p> | <p>1 shall be a person, not being a public officer or person connected with any of the organizations mentioned in the preceding rows of this column</p> |
| <p>2 are to be <u>public officers</u></p> | <p>2 shall be public officers</p> |

(III) Subcommittees of CITB

(A) General principles

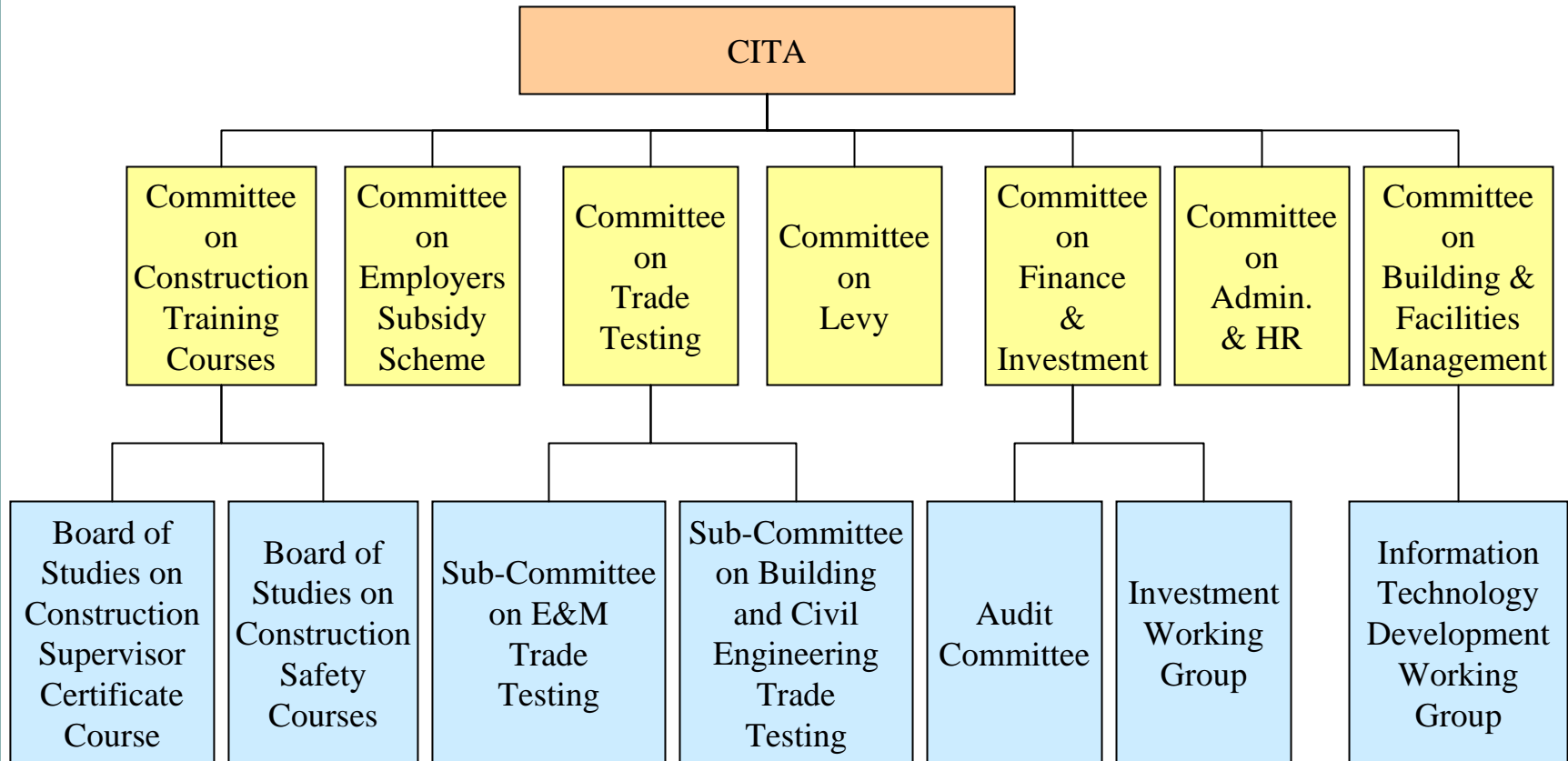
- In accordance with Section 11 of Schedule 4 of the CIC Ordinance, CITB may appoint Subcommittees as it considers appropriate and may delegate in writing its functions to a Subcommittee.
- The main purposes of forming Subcommittees will be -
 - to provide focused forums for taking forward the functions of CITB
 - to enable industry stakeholders with appropriate expertise to contribute through joining as co-opted members.

- The subcommittee structure should align with the functions of CITB set out in section 6 of the CIC Ordinance and should make appropriate reference to the CITA committee structure to ensure that -
 - the functions of CITA Committees in relation to training and trade testing will be taken up by CITB and its Subcommittees
 - the functions of CITA Committees in relation to administration, levy, financial and personnel will be taken up by CIC or its other Committees

(B) Committees of CITA

- CITA's current committee structure consists of Standing Committees established under CITA and the subcommittees established under these Committees.
- In addition, Course Advisory Committees (CAC) have been established by CITA Management to advise on curricula of individual training courses.

(i) Standing Committees



Standing Committees



Sub-committees

* The terms of reference of the Standing Committees and their Sub-committees are at Annex A.

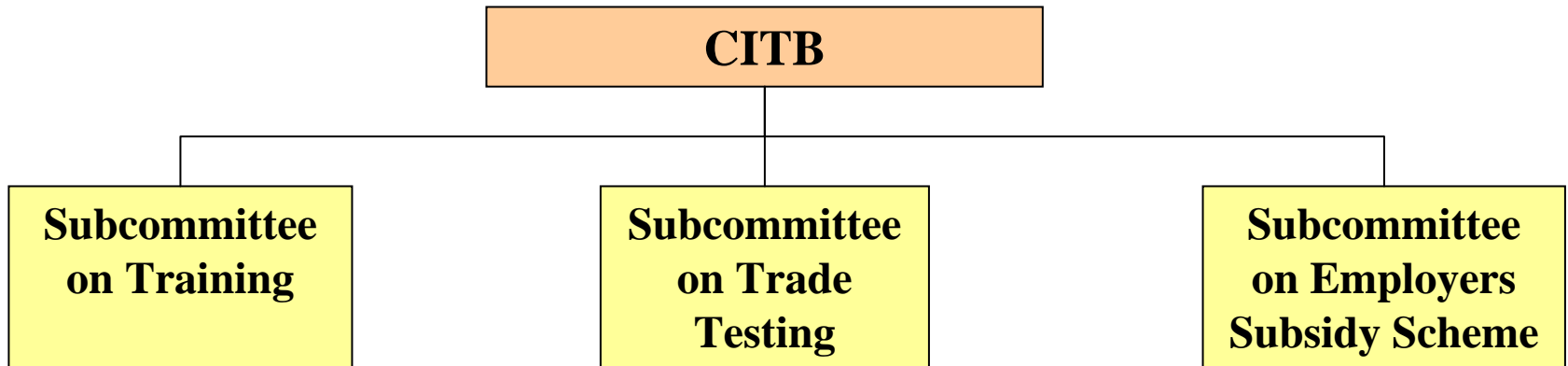
(ii) Course Advisory Committees

- 14 CAC's have been formed to advise CITA Management on the following courses -
 - Bricklaying, Plastering & Tiling
 - Carpentry & Joinery
 - Painting, Decorating & Sign-writing
 - Plumbing & Pipe-fitting
 - Construction Scaffolding Works
 - Marble-laying
 - Construction Plant Maintenance & Repairs
 - Electrical Installation
 - Metal Works

- Bar-bending & Fixing
- Site Surveying and Surveying & Setting Out
- Plant Operation
- Quantity Measurement Technician Programme
- Construction Supervisor Programme
- The membership and terms of reference of CAC's are at Annex B.

(C) Subcommittees of CITB

(i) Proposed Subcommittees



Notes

- The main functions of the Subcommittees are set out at Annex C.
- The subcommittee structure will be further considered by CITB after its formation and may be adjusted after in the light of operating experience.
- More Subcommittees may be formed in due course subject to the needs and agreement of CITB. For example, while the CITA Committee on Building and Facilities Management will not be re-established for the time being, a similar committee can be formed under CITB if the construction of new buildings or major changes in use of existing buildings leads to significant workload on facilities management.
- A Subcommittee may consider forming working groups under itself to deal with specific tasks.

(D) Transfer of functions

- The functions of CITA Committees (and their subcommittees) will be taken over as follows -

| CITA Committee | Arrangements for taking over |
|--|---|
| Committee on Construction Training Courses | ● Functions will be taken over by CITB Subcom on Training |
| Committee on Employers Subsidy Scheme | ● Functions will be taken over by CITB Subcom on Employers Subsidy Scheme |
| Committee on Trade Testing | ● Functions will be taken over by CITB Subcom on Trade Testing |

| CITA Committee | Arrangements for taking over |
|---|--|
| Committee on Levy | <ul style="list-style-type: none"> ● Handling of objections on levy will be taken over by an Objections Committee to be formed under S54 of CIC Ordinance. ● Other functions will be taken over by CIC Committee on Administration and Finance (Com A&F). |
| Committee on Administration and Human Resources | <ul style="list-style-type: none"> ● Functions will be taken over by Com A&F |
| Committee on Finance and Investment | <ul style="list-style-type: none"> ● Function in relation to estimates, accounts and records of expenditure of CITB will be taken over by CITB. ● Other functions will be taken over by Com A&F (subject to consideration of forming a Committee on Audit under CIC) |
| Committee on Building and Facilities Management | <ul style="list-style-type: none"> ● Functions in relation to training grounds will be taken over by CITB Subcom on Training ● Other functions will be taken over by Com A&F |

(ii) Course Advisory Committees

- As CAC's are not formed under CITA, they may continue to operate after the amalgamation subject to renaming as "Course Advisory Panels" (CAP) to avoid confusion with CIC Committees.
- CITB may review the operation of CAP's after its has acquired reasonable operating experience.

(IV) Implementation Plan

(A) Timeframe

| Activity | 2007 | | 2008 | |
|---|---------------|-----|--------------|-----|
| | Nov | Dec | Jan | Feb |
| Consideration of appointments to CITB and subcommittee structure of CITB by CIC | ▲ 15 Nov 2007 | | | |
| Issue of letters appointing CITB Chairman and Members by Chairman of CIC | | ▲ | | |
| Amalgamation of CIC and CITA and formation of CITB | | | ▲ 1 Jan 2008 | |
| Consideration of subcommittee structure by CITB | | | ▲ | |
| Formation of CITB subcommittees | | | | |
| - Signing up by CITB members | | | ■ | |
| - Cooption of members | | | | ■ |

(B) Transitional issues

- There will be a gap of about two months between the dissolution of CITA Committees and the formation of CITB Subcommittees in late February 2008 which should NOT affect the operation of CITB because -
 - The functions of CITA in relation to administration, levy, finance and personnel will be transferred to CIC and its Committees which are already in place or will be in place before the amalgamation
 - CITB may perform the functions to be delegated to its Subcommittees before their formation.

- The amalgamation should not affect the normal functioning of CITA before its dissolution on 1 January 2008 because under section 73 of CIC Ordinance -

“Anything which immediately before the appointed day is in the process of being done by or in relation to the CITA may be carried on or completed by the Council in accordance with the provisions of this Ordinance.”

ADVICE PLEASE

**Terms of Reference of
CITA Standing Committees and Subcommittees**

(A) Standing Committees

Committee on Construction Training Courses

- To advise CITA on the provision of training courses
- To advise CITA on budget estimates relating to the provision of the construction training courses
- To approve acquisition of training facilities within the budget provision
- To advise CITA on ad hoc acquisition of training facilities not included in the budget provision.

Committee on Employers Subsidy Scheme

- To advise CITA on implementation of the scheme providing subsidies to employers of CITA graduates
- To monitor implementation of the scheme
- To advise CITA on budget estimates relating to implementation of the scheme.

Committee on Trade Testing

- To advise CITA on areas of developments relating to trade testing and certification
- To advise CITA on the monitoring procedures and content of trade testing
- To monitor the implementation of trade tests

- To advise CITA on financial matters relating to trade testing.

Committee on Levy

- To advise CITA on policies & guidelines in connection with enforcement of the Ordinance relating to levy
- To advise CITA on decision on objections concerning levy
- To direct CITA's Accounts Department to deal with cases of objection which are not likely to involve litigation
- To exercise the powers delegated by CITA to deal with objections in minor cases, which may involve litigation. In this connection a minor case means a case involving an amount of levy in dispute of not more than \$50,000
- To seek CITA's endorsement prior to the initiation of any litigation
- To carry out periodical reviews of the operations of CITA's Accounts Department relating to levy collection & assessment
- To carry out periodical reviews of the Ordinance concerning levy and to make recommendations to CITA on amendments, if necessary.

Committee on Finance and Investment

- To prepare for approval by CITA annual estimates of income and expenditure
- To advise CITA on appropriate investment tools to generate income
- To decide on actual investment of CITA funds within the guidelines approved by CITA
- To advise on any other financial matters referred to it by CITA.

Committee on Administration and Human Resources

- To advise CITA on budget estimates relating to staff costs
- To advise CITA on staff establishment and structure
- To advise CITA on staff matters, including recruitment, salary administration and other conditions of service
- To advise CITA on any other personnel matters
- To advise CITA on administrative policy

Committee on Building and Facilities Management

- To advise CITA on undertaking physical construction works and major facilities relating to the development of the training centres or training grounds
- To advise CITA on budget estimates for new construction works, renovation works, maintenance of major facilities
- To advise CITA on the appointment of Authorized Persons, Main Contractors, Consultants, Sub-contractors and Suppliers with respect to construction works undertaken by CITA
- To monitor the progress of construction works approved by CITA
- To make recommendations to CITA on facilities management and related issues

(B) Sub-Committees

Board of Studies on Construction Safety Courses

- To recommend the provision of safety training courses for in-service construction personnel
- To review and advise on the curriculum and teaching methods for all safety training courses

- To review and advise on the curriculum, teaching methods and entry requirements of the Construction Safety Officer Course and Safety Auditor Training Scheme
- To consider assessment results and make recommendations on the award of certificates for the Construction Safety Officer Course and Safety Auditor Training Scheme.

Board of Studies on the Construction Supervisor Certificate Course

- To review and advise on the curriculum, teaching methods and entry requirements for the Construction Supervisor Certificate Course
- To review and advise on standards and procedures for assessment of students on the Construction Supervisor Certificate Course
- To consider assessment results and make recommendations on the award of certificates for the Construction Supervisor Certificate Course

Working Group on E & M Trade Testing

- To make recommendations on areas of developments relating to E&M trade testing and certification
- To make recommendations on the monitoring procedures and content of E&M trade testing
- To assist in monitoring the implementation of E&M trade tests
- To make recommendations on financial matters relating to E&M trade testing

Working Group on Building and Civil Engineering Trade Testing

- To make recommendations on areas of developments relating to building and civil engineering trade testing and certification
- To make recommendations on the monitoring procedures and content of building and civil engineering trade testing

- To assist in monitoring the implementation of building and civil engineering trade tests
- To make recommendations on financial matters relating to building and civil engineering trade testing

Audit Committee

- To consider all matters relevant to and commented by external auditor
- To discuss problems and reservations arising from financial audits and any matters the external auditor may wish to discuss
- To review external auditors management letter and management's response
- To review and suggest amendments to the internal guidelines of the Audit Section
- To review findings and recommendations by the Audit Section
- To suggest improvements to operational and management controls
- To review compliance reports by the Audit Section for CFI's consideration
- To interview staff , if necessary, for the purpose of familiarizing the AC with the operations of CITA
- To conduct special examinations as directed by CFI.

Investment Working Group

- To make recommendations on appropriate investment tools to generate income
- To assist in the actual investment of CITA funds within the guidelines approved by CITA

Information Technology Development Working Group

- To recommend long-term policy and strategy on IT
- To recommend establishment and development of appropriate IT framework and infrastructure
- To recommend establishment and development of appropriate portfolio of integrated applications
- To assist ITM on formulation of strategy for development and implementation of IT framework and infrastructure
- To advise on financial matters relating to IT development.

Course Advisory Committees

(A) Term of Appointment

- Members are appointed for one academic year

(B) Composition

- Chairman – To be elected by members
- Members consisting of representatives of –
 - employers
 - trade associations
 - professional institutions
 - trade unions
 - CITA graduates
 - CITA

(C) Functions

- to advise on –
 - curriculum
 - qualification for enrollment
 - employment situation and performance of graduates
 - manpower demand
- to discuss and follow-up on feedback of employers and other industry stakeholders.

**Major Functions of
Subcommittees of CITB**

Subcommittee on Training

- To advise CITB on the curriculum and enrolment requirements of training courses
- To monitor the operation of training courses and evaluate their effectiveness
- To advise CITB on the improvement to and development of training courses
- To advise CITB on the skill development for training staff to facilitate improvement and development of training services
- To advise CITB on financial matters pertaining to training including course fees as well as estimates of income and expenditure

Subcommittee on Trade Testing

- To advise CITB on the skills to be assessed in trade tests
- To monitor the provision of trade testing services and evaluate their effectiveness
- To advise CITB on improvements to and development of trade testing services
- To advise CITB on financial matters pertaining to trade testing including test fees and estimates of income and expenditure

Subcommittee on Employers Subsidy Scheme

- To advise CITB on the Employers Subsidy Scheme

- To monitor the operation of the scheme and review its objectives and effectiveness
- To advise CITB on financial matters relating to the Employers Subsidy Scheme including the level of subsidy and estimates of expenditure