

**Construction Industry Council**

**Committee on Repair, Maintenance, Alteration and Additional Works**

---

Meeting No. 002/22 of the Committee on Repair, Maintenance, Alteration and Additional Works was held on Thursday, 10 November 2022 at 10:30am at Board Room, 29/F, Tower 2, Enterprise Square Five (MegaBox), 38 Wang Chiu Road, Kowloon Bay, Kowloon, Hong Kong.

Present : Eddie LAM (ELM) Chairperson  
WONG Ka-chung \* (KCWg) Deputy Chief Occupational Safety Officer (Operations Division) (Hong Kong and Islands Region), Labour Department

CHAN Kim-kwong \* (KKCN)  
Tom CHAN (TmC)  
Henry CHAU (BCC)  
CHEUNG Wing-ho \* (WhC)  
Christopher CHUNG (CCG)  
Patrick HO (PaH)  
Ellis YIP \* (EIp)  
Kevin LAI (KLI)  
Lewis LAM \* (LLM)  
Andrew LEE \* (ALEE)  
Diana PANG \* (DiP)  
Ringo SHEA (RSh)  
SIU Kin-ching (KCS)  
Alfred TANG (AdT)  
YU Kam-hung \* (KHY)

In Attendance : Eric CHAN\* (CWEC) Chief Assistant Secretary (Works) 6, Development Bureau (Representative of Susanne WONG)  
Marjory LEUNG \* (MLG) Assistant Secretary (Works Policies 1) 1, Development Bureau  
LEE Oi-yen (OYL) Assistant Director – Registration Services, Construction Industry Council  
Tony LAM \* (TLam) Head of Construction Safety (Acting), Construction Industry Council  
William HO (YHH) Principal - Sheung Shui Campus, HKIC

Ivan KO	(IK)	Senior Manager - Trade Testing, Construction Industry Council
Timothy LEUNG	(TLG)	Senior Manager – Industry Development, Construction Industry Council
Hilda WONG	(HiW)	Manager – Industry Development, Construction Industry Council
LI Cheung-on *	(LCO)	Trade Testing Superintendent - Trade Testing, Construction Industry Council
Will KWOK *	(KCY)	Supervising Instructor - Trade Testing, Construction Industry Council
Rex CHAM*	(RCm)	Assistant Manager - Trade Testing, Construction Industry Council
Helena LAU	(HLU)	Assistant Manager – Industry Development, Construction Industry Council
David LEUNG	(DdLg)	Assistant Manager – Collaboration Scheme, Construction Industry Council
Eliz YIP	(EYP)	Assistant Manager – Industry Development, Construction Industry Council
Mandy FUNG	(FCM)	Senior Officer – Industry Development, Construction Industry Council
Apologies	:	
Susanne WONG	(PAS1)	Principal Assistant Secretary (Works) 1, Development Bureau
Sammy YEUNG	(SSKY)	Chief Engineer / General Engineering Services, Electrical & Mechanical Services Department
Daniel PONG	(DPG)	

\* attended the meeting online via Microsoft Teams

**MINUTES**

**Action**

The Chairperson welcomed PaH to participate in the meeting of the Committee on Repair, Maintenance, Alteration and Additional Works for the first time.

MINUTES

Action

Prior to commencement of the Meeting, the Chairperson reminded Members to declare any potential or actual conflict of interest with item(s) to be discussed at the meeting. No declaration was received during the meeting.

**2.1 Confirmation of the Minutes of Meeting No. 001/22**

The comments received from Members prior to this meeting had been considered and incorporated in the minutes. Members took note of the paper CIC/RMAA/M/001/22 and confirmed the minutes of Meeting No. 001/22.

**2.2 Matters Arising from the Last Meeting**

Following item 1.3 from the previous meeting regarding the members composition and meeting arrangements of the newly established sub-committees of Repair, Maintenance, Alteration and Addition (RMAA), the relevant matters would be reported under item 2.3 and 2.4.

**2.3 Terms of Reference and Membership of Sub-committees (Revised)**

The Chairperson briefed Members on paper CIC/RMAA/P/004/22 regarding terms of reference and membership (revised). Members approved the relevant paper.

**2.4 Progress Update on Sub-committees**

TLG briefed Members on paper CIC/RMAA/P/005/22 regarding the progress update on all sub-committees of RMAA. The relevant matters would be reported in detail by the Chairpersons of each sub-committee respectively under item 2.5.

The Chairperson represented the Chairman of the Construction Industry Council to thank Members for their efforts and continuous support to the Committee on RMAA.

**2.5 Proposed Work Outline and Schedule of Sub-committees**

MINUTES

Action

The Chairperson invited Chairpersons of each sub-committee to briefly introduce paper CIC/RMAA/P/006/22 regarding the proposed work outline and schedule of each sub-committee.

Sub-committee on Worker Training

AdT briefed Members on the proposed work outline and schedule.

Hong Kong Institute of Construction (HKIC) had updated the webpages of Certificate in Repair, Maintenance, Alteration and Addition (Certificate in RMAA) and Intermediate Tradesman Collaborative Training Scheme (ITCTS), and finished the printing of relevant leaflets. Leaflets had been distributed through Members of Committee on RMAA and Sub-committees to the organisations they represented such as the Hong Kong Association of Property Management Companies. The secretariat also planned to distribute the leaflets to the Home Affairs Department. The production of a promotion video had come to a final phase and the Chairperson suggested the secretariat to send the updated promotion video to all Members for their comments. The video could be uploaded to HKIC's website and social media platforms subsequent to amendments.

**The  
Secretariat**

HKIC would set up exhibition boards in the Construction Innovation Expo 2022 (CIExpo), which would be held from 13 to 17 December 2022, for introducing Certificate in RMAA and ITCTS.

Regarding the promotion of Certificate in RMAA and ITCTS to government departments and statutory bodies, sub-committee had held a meeting with the Development Bureau (DEVB) on 31 October 2022. With the purpose of exploring of possibility on promoting programmes of Certificate in RMAA to the government departments involved in RMAA works, as well as reminding relevant departments that RMAA content had been included in ITCTS, it was expected to take the lead for enhancing the recognition of the programmes. Subsequently, the recognition of Certificate in RMAA would be promoted to other public organisations responsible for maintenance and repair works, and their participate in the ITCTS would also be encouraged in parallel.

MINUTES

Action

CWEC, the representative from DEVB, expressed that the programmes could be introduced to government departments or relevant organisations, while it was necessary to find out the corresponding maintenance and repair works which could be matched with the skills in the programmes of Certificate in RMAA at this stage. Members agreed with his comments.

Sub-committee would review the content and quotas of programmes of Certificate in RMAA based on the market demand, performance of graduates and feedback from employers, etc. Meanwhile, HKIC would apply for recognition under the Qualifications Framework for two programmes of Certificate in RMAA, with a view to enhancing their recognition in the market.

YHH briefed Members on the current enrolment status of two programmes of Certificate in RMAA. With less than 100 persons trained under the Building Construction and Electrical & Mechanical Engineering programmes, the under-enrolment problem continued in all programmes. RSh opined that more efforts should be stepped up in promotion. The Chairperson hoped that Members could assist in promoting the programmes to the organisations they represented. He also suggested HKIC may considered offering bridging courses to students who had completed the previous Certificate in Building Repair and Maintenance programme. In such case students would be required to take the units of construction safety and training, as well as customer services, to link up with Certificate in RMAA (Building Construction).

Regarding the ITCTS, DdLg briefed Members the current training figures and the publicity plan for the second half of the year.

The status of graduates and students from the two programmes of Certificate in RMAA and ITCTS are as follows:

Certificate in RMAA		Graduate	Student	Number of Participants
Building Construction		21	15 (1 class)	-
Electrical & Mechanical		-	21 (2 classes)	-

MINUTES

Action

Engineering			
ITCTS	-	-	12

KKCN mentioned that it was difficult for working people to participate in the daytime courses. YHH responded that HKIC was exploring the possibility of organising part-time courses for working people to pursue further study and to obtain relevant qualifications in their spare time. The Chairperson responded that HKIC was looking into organising programmes in credit unit system as well, with a view to improving the flexibility of programmes.

Regarding the work outline and schedule, the Chairperson suggested the actual completion date instead of “in progress” should be adopted for the completed projects. He also suggested changing the responsible departments for each project to “Sub-committee on Worker Training”.

**The  
Secretariat**

[ Post-meeting notes: PaH would join the Sub-committee on Workers Training. ]

Sub-committee on Promotion and Education

EIp briefed Members on the proposed work outline and schedule.

A series of promotional events were in progress, including workshops on promoting the wider use of “partnering” in works management, briefing sessions on promoting Certificate in RMAA and ITCTS to property management sector, a thematic talk in CIExpo regarding innovative technologies in RMAA works and a large-scale promotional event to be organised in CIC-ZCP in the first quarter next year.

The Chairperson enquired about the details of the large-scale promotional event to be organised in CIC-ZCP. EIp responded that the event would include exhibition boards and talks, the details would be further discussed with members in the next Sub-committee meeting.

Regarding the production of leaflets on RMAA works’ related insurance knowledge and liability, the Chairperson opined that it should be implemented in parallel with the large-scale

MINUTES

Action

promotional event held in CIC-ZCP. EIp responded that the implementation time for the two projects would be aligned.

Continuing Professional Development (CPD)/ seminars/workshops would be organised from the second quarter of 2023 to the fourth quarter of 2024, DiP supplemented the licensing status and number of practitioners under Property Management Services Authority (PMSA) for the time being, and stated that as the license holders were required to meet the hours of participating “CPD Scheme” on an annual basis for renewal of license after the transitional period of Licensing Regime (end on 31 July 2023). PMSA would actively assist in promoting the programmes.

Regarding the production of videos for roving screening in estates/shopping malls/single buildings in all districts, the tentative theme was to promote knowledge of insurance for RMAA works to the public and small owners. It would be implemented in the fourth quarter of 2023.

The Chairperson enquired about the specific theme and form of the RMAA awards presentation. EIp responded that the project would be organised in the fourth quarter of 2023. Members of the Sub-committee would discuss the details such as content of the project, assessment process and criteria later on.

Sub-committee on Standardisation

CCG briefed Members on the proposed work outline and schedule.

With the existing minor works contractors registration system operated by the Buildings Department (BD) and its connection to RMAA programmes, as well as the addition of the 12<sup>th</sup> designated trade under the existing Registered Specialist Trade Contractors Scheme (RSTCS), it was expected that students of Certificate in RMAA would establish an understanding that they could also develop their careers in the private sector after graduation.

CCG stated that the study of existing market standards, followed by selection of key points would made a good start to compile operation guidelines and documents for standard

MINUTES

Action

contract on residential RMAA works. The Chairperson agreed on the production of simple info-pack/standards of templates, such as including the construction periods, payment methods and recommendations etc., hoping it could help small owners tackle the difficulties they faced in renovation works. He also suggested consulting legal advisers of construction for their opinions to obtain a better outcome.

Regarding the examination on the existing regulatory system, the Chairperson suggested the work outline and the work report should be submitted by end of this year and end of 2023 respectively.

Regarding the RSTCS, OYL supplemented that currently there were two designated trades division under the existing Register of Subcontractor that were related to RMAA sector, namely “Building Maintenance” and “Renovation and Fitting-out”. It was suggested to upgrade those two types of companies from Register of Subcontractor to Register of Specialist Trade Contractors. In terms of strengthening the registration of Registered Specialist Trade Contractors, the registered companies must meet the six requirements, i.e. Safety, Management, Finance, Job Experience, Execution and Integrity Management. In case of undergoing an upgrading process, the registration requirements of the above-mentioned trade divisions should be determined with relevant trade associations, followed by discussion in the Committee on RSTCS.

The Chairperson hoped that OYL could provide the tentative schedule for addition of the above-mentioned RSTCS.

**OYL**

Sub-committee on Supervision Matters

BCC briefed Members on the proposed work outline and schedule.

Per meeting with the DEVB on 31 October 2022, room for improvement was identified for the matching of existing Class III Minor Works projects of the BD and existing workers registered for designated trades division, and such discussion with the DEVB and relevant departments would continue.

MINUTES

Action

The initiative regarding the addition of accident case studies of RMAA sector to safety programmes would be implemented in the first quarter of 2023. The Chairperson attached great importance on the safety of RMAA sector, and suggested that in addition to the incorporation of accident case studies, solutions should also be provided for reference. AdT supplemented that a 12-day safety programme was included in the Certificate in RMAA, and explanations on safety knowledge such as Work-at-height safety and the use of equipment were also given.

The Sub-committee would meet with PMSA to further discuss the formulation of solutions on assisting the regulation of building maintenance works. It was suggested that the content of the leaflets/guidelines should be enriched by including wordings such as “registered RMAA workers would be preferred/recommended in recruitment”. The Chairperson was concerned about the upcoming implementation of licensing for workers of Truss-out Bamboo Scaffolds, and asked all Members to pay attention and cooperate, especially the communication between Sub-committee on Supervision Matters and PMSA on checking whether workers possessed relevant certificates issued by property management companies before conducting Truss-out Bamboo Scaffolds works.

TLam supplemented that the Committee on Construction Safety would convene a meeting by end of November regarding discussion on the license/certificate of Truss-out Bamboo Scaffolds workers. Meanwhile, relevant training and assessment were ready. It was hoped that Committee on Construction Safety would confirm the above to accelerate their implementation. Liaison with the PMSA and Labour Department would be conducted to follow up the relevant arrangements.

The Sub-committee would be responsible for coordinating the consultancy study, hoping that the appointment of consultancy, study and report could be completed within 2023. AdT hoped that OYL could share all detailed figures/information on workers’ registration prepared by the Construction Workers Registration Board as the reference for the consultancy study. However, the figures related to RMAA sector should be studied in depth.

**OYL**

**MINUTES**

**Action**

Members took note of the relevant documents.

**2.6 Tentative Meeting Schedule for 2023**

TLG briefed Members on paper CIC/RMAA/P/007/22 regarding the Tentative Meeting Schedule for Com-RMAA in 2023.

Members took note of the relevant documents.

**2.7 Any Other Business**

Nil.

**2.8 Next Meeting**

The next meeting was scheduled for 9 February 2022 **All to Note** (Thursday) at 2:30pm at Board Room, 29/F, Tower 2, Enterprise Square Five (MegaBox), 38 Wang Chiu Road, Kowloon Bay.

There being no other business, the meeting was adjourned at 12:30 pm

**CIC Secretariat  
December 2022**