

Administrative and Financial Arrangements for CIC

- 1. Office Accommodation**
- 2. Auditing Service**
- 3. Legal Advisory Service**
- 4. Insurance**
- 5. Web Site**

1. Office Accommodation

- To provide temporary office accommodation for the ED and key supporting staff for the initial period of one to two years, the Committee on Administration and Finance (Comm on AF) recommended converting CITA's Town Office in Sheung Wan for exclusive use of CIC
- Located on 20/F of Alliance Building on Connaught Road Central
- Total floor area 216 m²
- 4 minutes' walk to Sheung Wan MTR station
- Property owned by CITA

1. Office Accommodation (cont'd)

- Currently used for part-time/evening training programmes and meetings
- Training classes are suggested to be relocated to Kowloon Bay Training Centre, which is easily accessible by trainees
- Only one receptionist/clerk is stationed in the Town Office and disturbance caused to staff will be minimal
- The secretariat will
 - Liaise with CITA management on relocating the office and classrooms from the Town Office to Kowloon Bay Training Centre
 - Follow up the renovation works to be carried out at the Town Office
 - Arrange to pay market rent to CITA
- At CIC's 1st meeting, a sum of \$200,000 has been earmarked for renovation works, subject to actual works and revision

2. Auditing Service

- As agreed at the Comm on AF, the financial year for CIC is from 1 Jan to 31 Dec of each calendar year
- Until the permanent secretariat is set up, the Secretariat is now keeping proper accounts and records of income and expenditure for CIC
- As stipulated under section 26(1) of CIC Ordinance, ‘The Council shall appoint an auditor for the purposes of this Ordinance.’
- The first auditor’s report will be for 1 Feb – 31 Dec 2007
- The Secretariat has sought quotations from auditors and details will be further discussed at the Comm on AF

3. Legal Advisory Service

- As discussed at the Comm on AF, it is necessary for CIC to hire a legal advisor to provide advice on related legal matters
- The Secretariat has sought several quotations from legal firms and details will be further discussed at the Comm on AF

4. Insurance

- In view of the possible liabilities which may be incurred by CIC, its Committees and the future Construction Industry Training Board in delivering their respective functions and services, Comm on AF considers it necessary to take out relevant insurance coverage
- It is proposed to arrange Combined Directors & Officers (D&O) Liability and Professional Indemnity (PI) Insurance which is “to indemnify each Insured against all Loss for which the Insured shall become legally obligated to pay on account of any Claim made against such Insured”
- The Secretariat is seeking quotations from underwriters and details will be further discussed at the Comm on AF

5. Web Site

- The Secretariat has commissioned the Electrical and Mechanical Services Trading Fund to establish a web site for CIC
- A domain name hkcic.org has been reserved
- Other alternatives such as cic.org.hk and cic.hk have already been registered and the owners have no intention to give up their registered domain names
- The web site will become available in July 2007

Advice Please