

**Construction Industry Council**

**Committee on Repair, Maintenance, Alteration and Addition**

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Meeting No. 002/25 of the Committee on Repair, Maintenance, Alteration and Addition (Com-RMAA) was held on Thursday, 15 May 2025 at 2:30pm at Board Room, 29/F, Tower 2, Enterprise Square Five (MegaBox), 38 Wang Chiu Road, Kowloon Bay.

Present	:	Eddie LAM	(ELM)	Chairperson
		Susanne WONG*	(WHWS)	Principal Assistant Secretary (Works) 1, Development Bureau
		CHENG King-leung	(CKLg)	Deputy Chief Occupational Safety Officer (Operations Division) (Hong Kong and Islands Region), Labour Department
		Joe LAM	(JLm)	Chief Engineer / General Engineering Services, Electrical & Mechanical Services Department
		CHAN Kim-kwong	(KKCN)	
		Tom CHAN	(TmC)	
		CHEUNG Wing-ho	(WhC)	
		Christopher CHUNG	(CCG)	
		Ellis IP	(EIp)	
		Lewis LAM	(LLM)	
		Diana PANG*	(DiP)	
		Daniel PONG	(DPG)	
		Alfred TANG	(AdT)	
		Kenneth TANG*	(TwL)	
In Attendance:		Alfred CHAN*	(AdCn)	Chief Assistant Secretary (Works) 6, Development Bureau
		Winnie HO*	(WHWY)	Assistant Secretary (Works Policies 1) 2, Development Bureau
		Albert CHENG	(CTN)	Executive Director, Construction Industry Council
		LEE Oi-yen*	(OYL)	Assistant Director – Registration Services, Construction Industry Council
		Timothy LEUNG	(TLG)	General Manager – Industry Development, Construction Industry Council
		Patrick LIN	(PLN)	Deputy Principal – Kwai Chung Campus, Hong Kong Institute of Construction

Leo HUI	(HLH)	Manager – Management Support, Construction Industry Council
Robert LAU	(WFL)	Manager – Trade Testing, Hong Kong Institute of Construction
Nathaniel WOO	(NJW)	Manager – Industry Development, Construction Industry Council
Gary CHAN	(GyC)	Assistant Manager – Industry Development, Safety, Construction Industry Council
Chivas CHEUNG	(CvC)	Assistant Manager – Industry Development, Construction Industry Council
Amy LEE	(AyLe)	Assistant Manager – Career Support Services, Hong Kong Institute of Construction
David LEUNG	(DdLg)	Assistant Manager – Collaboration Scheme, Construction Industry Council
Joyce LEUNG	(KYLg)	Senior Officer II – Industry Development, Construction Industry Council
Vera YANG*	(CcY)	Assistant Officer – Management Support, Construction Industry Council

Apologies : Penny CHUN (PyCn)  
Patrick HO (PaH)  
Andrew LEE (ALEE)  
Louis LEE (LMHL)  
Julian NG (JNCW)  
Ringo SHEA (RSh)  
YU Kam-hung (KHY)

\* Attended the meeting online via Microsoft Teams

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

The Chairperson informed Members that Mr. CHENG King-leung would attend the meetings of the Committee on Repair, Maintenance, Alteration and Addition on behalf of the Labour Department, succeeding Ms. KAN Wai-chi.

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**2.1 Safety Moment**

TLG had shown and explained to Members the emergency evacuation route and fire assembly point of the meeting venue.

1. Message from the CIC Chairman – Life-saving tips  
Dynamic risk assessment and onsite briefing must be conducted before works commence. If there are any changes to the onsite environment or work procedures, the works must be suspended immediately.
2. Key safety promotional events  
Event 1: CIC Master Class in Safety Leadership Culture on 15 May 2025  
Event 2: Design for Safety – Sharing on Phase 1 and Launching Ceremony of Phase 2 on 15 May 2025  
Event 3: Safety Webinar – Site Safety Measures on Working in Hot Weather and Construction Site Welfare and Facilities on 21 May 2025

**2.2 Confirmation of Minutes of the Previous Meeting**

Members took note of Paper CIC/RMAA/M/001/25 and confirmed the minutes of the Meeting No. 001/25.

**2.3 Matters Arising from the Last Meeting**

There were no matters arising from the last meeting.

**2.4 Progress Update on Sub-committees**

The Chairperson invited the Chairperson of each Sub-committee to brief Members on Paper CIC/RMAA/P/004/25 regarding the progress update on the Sub-committees.

**Sub-committee on Worker Training**

AdT briefed Members on the progress update of the Sub-committee on Worker Training.

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PLN briefed Members regarding the full-time Certificate Programmes in RMAA. The Building Construction programme commenced a new class on 3 March with 17 students, and another class was scheduled to begin on 2 May. Meanwhile, the Electrical & Mechanical programme started a new class on 2 April with 18 students, and another class was planned for the next academic year (AY25/26).

The number of graduates and students from the two Certificate Programmes in RMAA (full-time) and their employment status were as follows:

Programmes	Number of Graduates (as at 30 April)	Number of Students	Number of Applicants (as at 30 April)
Building Construction	257	17	18
Collaborative Training Scheme (Building Construction)	133	28	2
Electrical & Mechanical	91	34	0
Collaborative Training Scheme (Electrical & Mechanical)	117	9	2

Programmes (as at 15 April)	Number of Employment	Employment Rate
Building Construction	144/220	65%
Collaborative Training Scheme (Building Construction)	N/A	N/A
Electrical & Mechanical	65/89	73%
Collaborative Training Scheme (Electrical & Mechanical)	N/A	N/A

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AdT enquired about the zero application status of the Electrical & Mechanical programme. PLN replied that the Hong Kong Institute of Construction (HKIC) adopted a new application procedure. To maximise resource utilization, all HKIC programmes would now open for online application one month prior to class commencement. Since the academic year runs from September to August, and the three Electrical & Mechanical classes planned for the current academic year were nearing completion, the next class would commence in AY25/26.

AdT enquired whether it was possible to gauge market interest in the absence of a waiting list under the new procedure. PLN replied that the new procedure did not offer any waiting list. Market response could be assessed based on the number of applicants once the programme was opened for application. The new procedure had adopted a self-service online application approach, which, compared to the previous paper form application, reduced the risk of data leakage. It also minimised student withdrawals after classes commence. AdT also enquired whether HKIC would notify individuals who had previously expressed interest in a particular programme once its commencement was confirmed. PLN replied that HKIC would notify those who had previously contacted HKIC when the application was set to open. Those with online accounts would also receive the notifications.

The Chairperson enquired about the planned number of classes for the year and whether the number of classes could be increased in the following year. PLN replied that there were 5 classes for Building Construction and 3 classes for Electrical & Mechanical in the current year. He opined that one additional class could be added to each programme next year.

PLN briefed Members that the total number of participants in the Intermediate Tradesman Collaborative Training Scheme (ITCTS) had reached 287. The number of students taking the RMAA Works (Building Construction) and RMAA Works (Electrical & Mechanical) courses were 28 and 9 respectively. 7% of the students had participated in

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the works of the Architectural Services Department (ArchSD), 67% had participated in the works of the Housing Department, and 26% had participated in private works.

The part-time Certificate Programmes in RMAA mainly serve in-service workers who might switch jobs or acquire a new work trade upon completion of the programme. Both the Building Construction and Electrical & Mechanical programmes had seven modules. Students could select the appropriate modules based on their own schedules. Currently, 1 Building Construction student and 4 Electrical & Mechanical students were 2 modules away from completing their Certificate Programmes in RMAA, with full completion and graduation expected in 2025.

The Chairperson enquired whether the number of applicants was sufficient to arrange modular courses. PLN replied that students often get to know each other during modular courses and tend to plan for the next module together. Combined with the intake of new students, there would be sufficient students for the modular courses.

PLN briefed Members regarding the curriculum of the top-up programmes in RMAA. HKIC would launch the top-up programmes in June, aimed at facilitating Building Construction graduates become Semi-Skilled Painters and Decorators, and Electrical & Mechanical graduates become Semi-Skilled Electrical Wireman. The proposed duration would be 60 hours, with a proposed class size of 60 students. The curriculum would be delivered under the Hong Kong Qualifications Framework.

AdT commented that the programme duration was too long, which could negatively affect students' interest to study. He enquired about the reasons for increasing the programme duration from 50 hours to 60 hours, and whether the top-up programmes should meet the requirements of the Qualifications Framework. PLN responded that, under the Qualifications Framework, courses must include 5 hours of self-study. To align with other 50-hour Skills Enhancement Courses offered by HKIC and considering that the target students lacked

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hands-on work experience, HKIC decided to increase the training hours to 55 hours. It was hoped that all HKIC programmes would be accredited under the Qualifications Framework, thereby enhancing their competitiveness in the market. The Chairperson considered that the top-up programmes could proceed based on the currently proposed curriculum, with reviews to be conducted afterwards. In addition, HKIC could explore the possibility of launching top-up programmes for graduates to attain semi-skilled qualifications in other trades.

NJW briefed Members regarding the status of the Government's works contracts in engaging graduates from the Certificate Programmes in RMAA. ArchSD commenced 4 works projects in 2024, each requiring the recruitment of 1 graduate from the Certificate Programme in RMAA (Building Construction) and 2 graduates from the Certificate Programme in RMAA (Electrical & Mechanical). As of 9 May, 7 vacancies remained unfilled.

NJW briefed Members that the Hospital Authority had awarded four term contracts for minor works. Each contract specified that contractors recruit 2 graduates from the Certificate Programme in RMAA (Building Construction) and 1 graduate from the Certificate Programme in RMAA (Electrical & Mechanical). As of 9 May, none of the graduates from these programmes had been successfully recruited.

The Hong Kong Housing Authority (HKHA) had launched 5 district term contracts for renovation works, each requiring contractors to recruit 1 graduate from the Certificate Programme in RMAA (Building Construction). The tenders specified that the Building Construction graduates could assist with bricklaying, plastering, plumbing, tiling, concrete repairing (spalling concrete) and painting. HKHA planned to launch term contracts for electrical & mechanical maintenance works in the second quarter of 2025.

The Electrical and Mechanical Services Department (EMSD) awarded 3 term contracts, with 2 more term contracts currently in the tendering process. Each contract

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specified that contractors must recruit 1 graduate from the Electrical & Mechanical programme. EMSD allowed the graduates to engage in electrical wiring, control panel assembly, air conditioning and refrigeration (electrical control), and air conditioning and refrigeration (system control).

To support contractors in recruiting Electrical & Mechanical graduates for Government works contracts, a Recruitment Day for Government Contracts was organised at the Kwai Chung Campus on 14 February 2025. Of the 5 contractors registered, 4 attended the event. A total of 17 Electrical & Mechanical graduates-to-be participated the Recruitment Day and took part in interviews.

To assist contractors in recruiting Building Construction graduates for Government works contracts, a Recruitment Day for Government Contracts was organised at the Kwai Chung Campus on 28 March 2025. A total of 4 contractors and 15 Building Construction graduates-to-be attended the Recruitment Day, with 10 graduates-to-be taking part in interviews.

To support both Electrical & Mechanical graduates-to-be and unemployed Building Construction graduates in their job search, a Recruitment Day was organised at the Kwai Chung Campus on 9 May 2025. A total of 6 contractors and 19 students attended the Recruitment Day, with 15 students taking part in interviews.

The Chairperson enquired whether the high number of unfilled vacancies indicated difficulties in recruiting graduates. DPG mentioned that many graduates were already employed, often by property management companies. NJW supplemented that HKIC would organize Recruitment Day regularly to facilitate job matching. He also mentioned that some contractors lacked a clear understanding of recruitment requirements, which delayed the recruitment process.

AdT mentioned that contractors had expressed concerns about engaging graduates without hands-on work experience and worried about their capabilities. He



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suggested using successful graduate stories in programme promotions to demonstrate that graduates were capable of completing RMAA works. CCG mentioned that some consulting firms were unaware of how to find graduates to meet contract requirements, and suggested extending promotional efforts to consulting firms. The Chairperson proposed speeding up training and exploring the feasibility of engaging ITCTS students to help address manpower shortages.

NJW mentioned that the Secretariat planned to produce promotional video featuring interviews with graduates and employers to promote the Certificate Programmes in RMAA, which would facilitate employers to understand the Certificate Programmes in RMAA and the capabilities of the graduates.

The Secretariat published an interview on a recruitment platform to promote the RMAA sector. The interview featured Cheung Hing Construction Co., Ltd. (Cheung Hing), the award winner of the CIC Outstanding Contractor Award, which shared insights on the development and job opportunities in the RMAA sector. It also included an interview of an ITCTS graduate working at Kai Shing Management Services Limited (Kai Shing), who shared his training experience and takeaways. The interviews aimed to attract readers to participate the Recruitment Day for property management companies held on 25 April.

A Recruitment Day for property management companies was held at the Labour Department's (LD) Construction Industry Recruitment Centre in Kwun Tong on 25 April 2025. Hired candidates would participate in the ITCTS. On the Recruitment Day, a total of 6 property management companies and 62 job seekers participated in 159 interviews. Despite April being a low recruitment season, participation exceeded expectations – compared to an average of 20-30 job seekers in the previous Recruitment Days. Such increase reflected the impact of the interviews. Among the participants, 75% were unemployed. Excluding those aged 30 or below and 61 or above, each of the three 10-year age groups between 31

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and 60 accounted for 25% of the participants. The age of the job seekers was more evenly distributed than in previous events.

**Sub-committee on Promotion and Education**

Elp briefed Members on the progress update of the Sub-committee on Promotion and Education.

Two Continuing Professional Development (CPD) programmes were completed this year. The second seminar was the Design for Safety webinar held on 19 March, which covered safety risks at work and maintenance, as well as the Design for Safety. The webinar attracted some 3,500 online participations.

In collaboration with the Urban Renewal Authority (URA), a webinar on Market and Support for Building Rehabilitation would be held on 23 May. The seminar aimed to introduce the market and support for building rehabilitation to attract contractors to the building rehabilitation sector. It would also promote guided tours of the RMAA Corner.

NJW briefed Members on the thematic directions for 2025, namely Building Rehabilitation, Professionalism and Safety. The Sub-committee had completed Safety-related CPD in the first half of the year, and the upcoming webinar would focus on Building Rehabilitation. Therefore, the third CPD seminar was proposed to focus on Professionalism.

Two promotional videos, each 2 – 3 minutes in length, were under production, featuring the “Smart Site Safety System (4S) and the Construction Innovation and Technology Fund (CITF)”, and the “Spalling of Concrete and Mandatory Building Inspection Scheme”. The videos were expected to be ready for release in June and July respectively. A draft video for the “Smart Site Safety System (4S) and the Construction Innovation and Technology Fund (CITF)” was shown at the meeting. The Secretariat was exploring the feasibility of shortening its length.

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To assist property management companies in applying the Smart Site Safety System (4S) innovation and technology to building repair and maintenance, the Secretariat was studying and creating contract term templates for the property management sector.

Following the review and enhancement of the “Green Card Check” pilot scheme, the Secretariat would produce a promotional video in collaboration with Kai Shing and the Property Management Services Authority (PMSA). The promotional video would be distributed to other property management companies to promote the “Green Card Check” scheme and its procedures.

To raise public awareness of the RMAA Corner and The RMAA information, the Sub-committee on Promotion and Secretariat Education hoped to organise regular community talks with URA at Home Affairs District Offices to promote the RMAA information. Another backup plan was to use mobile exhibition vehicles, delivering information and promotional messages to the public through interactive games and experience. The Chairperson suggested that the Secretariat provide more details on outreach activities at the next meeting and reserve a budget for 2026.

**Sub-committee on Standardisation**

CCG briefed Members on the progress update of the Sub-committee on Standardisation.

The Sub-committee on Standardisation completed the initial layout of the leaflet titled “Safety Issues for Working-Above-Ground and Working-At-Height”. The leaflets would be distributed to the public and the Federation of Hong Kong Property Management Industry (FHKPMI) upon completion of printing by late May.

To facilitate property management companies arrange regular cleaning of manholes, water tanks and other confined spaces, and considering that LD updated the “Code of Practice for Safety and Health at Work in Confined Spaces” in 2024, the Sub-committee on Standardisation was preparing a leaflet titled “Managing Cleaning Work in Confined Spaces”. The Sub-committee

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on Standardisation had completed the initial draft and currently awaiting internal comments.

The Sub-committee on Standardisation completed 6 leaflets under the categories of “Management and Knowledge”, “Safety (Works)” and “Quality”. It aimed to publish 3 more leaflets this year. The theme for the remaining leaflet could be a topical issue or selected from the original plan, including safety in demolition works or electrical works, waterproofing works or standard contracts.

NJW briefed Members regarding the meeting with URA held on 14 March, where they discussed collaboration on CPD programmes, production of reference materials, collaboration of outreach activities and collaboration on enhancing the standards in the RMAA sector. During the meeting, URA projected that demand for building rehabilitation would continue to grow year-on-year. Therefore, it planned to produce leaflets with CIC to provide the public with information on building rehabilitation (e.g. Smart Tender for engaging the appropriate contractors) and to provide contractors with information in joining the building rehabilitation sector.

NJW briefed Members on the proposed amendments to the Buildings Ordinance by the Development Bureau (DEVB), which mainly covered expediting building inspection and repair, rationalising the policy on handling unauthorised building works, and enhancing building safety. The Secretariat submitted the Members’ feedback to the DEVB in late February 2025.

The Chairperson enquired whether additional top-up programmes for other trades would be introduced to help graduates from the Certificate Programmes in RMAA obtain the qualification of Registered Minor Works Contractor (Individual) from the Buildings Department, and enable them to partake in the work requirements of the List of Class III Minor Works Items. CCG responded that, in light of the capabilities of the graduates, top-up programmes for Painters and Decorators, and Electrical Wireman were launched first. NJW supplemented that

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those two top-up programmes would be launched first. Upon their completion, a review would be conducted to assess their effectiveness, followed by a feasibility study by HKIC to explore the feasibility of launching top-up programmes for other trades.

Sub-committee on Supervision Matters

NJW briefed Members on the progress update of the Sub-committee on Supervision Matters.

Among the six collaboration items proposed during the regular meeting between the Sub-committee on Supervision Matters and PMSA, four had been completed. Items in progress included the review of the “Green Card Check” pilot scheme, and the continued promotion of RMAA Recruitment Day among property management companies.

NJW briefed Members on the “Green Card Check” pilot scheme. The Secretariat conducted an initial review of the pilot scheme with Kai Shing on 12 May. The pilot scheme covered over 68 residential developments and commercial projects. Prior to its launch, Kai Shing had developed an implementation policy (e.g. operational guidelines and a documentation checklist) and prepared relevant documents (e.g. templates for notice and correspondence to owners and tenants). The details were discussed and arranged with its internal Occupational Safety & Health Committee. Upon launching the scheme, Kai Shing had put up promotional leaflets and posters in the properties to inform owners that their building was included in the “Green Card Check” pilot scheme.

Data collected from the pilot scheme after two months of operation:

	Proportion of Pre-Work Registrations with Workers Holding Green Cards
Commercial Projects	100%
Residential Developments (Renovation)	90%

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Residential Developments (Minor Maintenance)	60%
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Common issues identified during the two-month operation of the pilot scheme:

1. Workers engaged in minor maintenance (plumbing, electrical & mechanical works) were unaware that they needed to hold Green Cards.
2. Some Green Cards were expired or appeared faded. In addition, the cards were issued by various organizations, making it difficult to check.
3. Self-employed persons were generally unaware of the Green Card requirement, whereas workers from sizable companies typically possessed Green Cards.
4. It was difficult to submit workers' Green Card information in advance. However, workers were able to present their Green Cards during onsite registration.
5. Owners were unaware that workers were required to hold Green Cards, believing only licenses for plumbing, electrical & mechanical works were necessary.

The Secretariat would continue collaborating with Kai Shing to adjust the operational model of the scheme. The next partner would be Hang Yick Properties Management Ltd. The Scheme would also be promoted among members of the Hong Kong Association of Property Management Companies Limited to explore collaboration opportunities, aiming to further adjust its operation into an industry model. It would then be promoted across the industry through PMSA, setting the "Green Card Check" scheme as a best practice.

WhC mentioned that Green Card information could be printed on the back of the Construction Workers Registration Card. He suggested providing relevant details to frontline property management staff to prevent them from assuming that workers who failed to present a Green Card at registration did not possess one. NJW responded that the issue had been discussed with Kai Shing. Since most RMAA workers hold only Green Cards

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and not Construction Workers Registration Card, the Green Card registration process could not be replaced by the Construction Workers Registration Cards.

The Chairperson proposed exploring the development of a standardised Green Card sample or digitalizing Green Cards to facilitate identification by frontline staff. CKLg responded that LD had established approval criteria for Green Card samples and basic information requirements (e.g. name and validity period), while allowing design flexibility for issuing organizations.

NJW reported on the progress update of the RMAA consultancy study. The consultant completed minor revisions based on comments from LD in March 2025. The revised final report was approved by LD via circulation, and subsequently submitted to DEVB for circulation. The Secretariat planned to upload the executive summary of the final report to the CIC website.

NJW reported to Members on the number of participating companies for the Construction Industry Integrity Charter 2.0. The number of subscribed construction companies and consulting firms reached 531 in December 2024, 50 of which were RMAA companies. The number reached 551 in March 2025, 56 of which were RMAA companies.

The distribution of registered companies that had subscribed to the Construction Industry Integrity Charter 2.0 were as follows:

Distribution of Registered Company (as at March 2025)	Construction Industry Integrity Charter 2.0	
	Number of Companies	Percentage
Specialist Trade Contractor	33	6
Subcontractor	171	31
Specialist Trade Contractor and Subcontractor	121	22
Others	226	41

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The distribution of scope of work of companies that had subscribed to the Construction Industry Integrity Charter 2.0 were as follows:

Scope of Work of Company (as at March 2025)	Construction Industry Integrity Charter 2.0	
	Number of Companies	Percentage
Building Maintenance	5	1
Renovation and Fitting-Out Works	23	4
Building Maintenance & Renovation and Fitting-Out Works	28	5
Others	495	90

To enhance integrity management within the industry, the CIC would collaborate with the Independent Commission Against Corruption (ICAC) to produce a video featuring the award winners of the Integrity Management Award from the CIC Outstanding Contractor Award 2024 (OCA). China State Construction Engineering (H.K.) Ltd and Gammon Construction Limited would be invited to share their integrity management tips through interviews. The 30-minute video would be uploaded to the online video platforms of both CIC and ICAC.

## **2.5 Working Group on Consumer Protection in Home Renovation**

NJW reported to Members on Paper CIC/RMAA/P/005/25 regarding the Working Group on Consumer Protection in Home Renovation.

The Consumer Council released a report titled “Home Renovation Industry – Better Governance for Creating Comfortable Homes” on 21 February 2024, proposing consumer protection initiatives that fit the context of Hong Kong. To drive the implementation of the proposals in the report, which included the development of a



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standard quotation format and consumer education, the Consumer Council invited representatives from the construction related sector, RMAA related sector, legal profession, consumers and other external parties to form a Working Group on Consumer Protection in Home Renovation (Working Group). The Consumer Council invited the CIC to nominate 1 representative from the construction related sector. The Chairperson of the Subcommittee on Standardisation, Com-RMAA, was nominated as CIC's representative.

CCG reported to Members on the discussions of the Working Group, highlighting that monetary disputes between homeowners and service providers were mainly due to the lack of clear responsibilities, standards and regulations. The clauses in existing general construction contracts were too complex for use in home renovation projects. Therefore, the Working Group developed key terms and conditions, along with a Consolidated Work Items Checklist (the Checklist) for home renovations to replace complicated contracts and serve as a standard template for general home renovation works. The Secretariat distributed the draft template to Members for comment. Upon receiving feedback, relevant suggestions would be conveyed to the Working Group.

AdT commented that common disputes arising from home renovation works could involve liability on both the home renovation companies and homeowners. He suggested including reminders in the Checklist to educate homeowners that changes made after work had commenced may result in extra charges, change in project duration, potential discrepancies between pantone colour and the finished colour, etc.

KKCN agreed on the importance of consumer education. Using painting work as an example, he mentioned that project price could vary depending on whether scraping or different craftsmanship techniques were involved. He also opined the importance of educating consumers about purchasing appropriate insurance coverage.

**2.6 Any Other Business**

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Nil.

**2.7 Next Meeting**

The next meeting was scheduled for 31 July 2025 **All to**  
(Thursday) at 2:30 pm at Board Room, 29/F, Tower 2, **Note**  
Enterprise Square Five (MegaBox), 38 Wang Chiu Road,  
Kowloon Bay.

There being no other business, the meeting was adjourned at 4 pm.

**CIC Secretariat**  
**June 2025**