

Construction Industry Council

Construction Industry Training Board

Meeting No. 009/14 of the Construction Industry Training Board (CITB) was held on Tuesday, 18 November 2014 at 9:30 a.m. at Conference Room, CIC Headquarters, 15/F, Allied Kajima Building, 138 Gloucester Road, Wanchai, Hong Kong.

Present :	Ir Dr PANG Yat-bond, Derrick	Chairman
	Ir HO Ngai-leung, Albert	Member
	Sr LAI Yuk-fai, Stephen	Member
	Mr LAM Ping-hong, Robert	Member
	Mr LOK Kwei-sang, Tandy	Member
	Mr NG Kwok-kwan	Member
	Ir SYNN Raymond-cheung	Member
	Mr SZE Kyran	Member
	Mr TSE Chun-yuen	Member
	Mr CHOW Wing-hang, Dominic	Representing Mr LAM Kai-chung, Albert
	Mr WU Wai-hung	Representing Mr LI Chi-leung
In Attendance:	Dr HO Wai-wah	Member of Task Force on Sub-contractor Cooperative Training, On-the-job Training, E&M Training and Subsidy Scheme
	Ir LAU Chun-kit, Ricky	Ch AS (Works) 6, DEVB
	Mr LAM Shing-tim	AS (Works Policies) 9, DEVB
	Ir Alex LEUNG	Director - Training & Development, CIC
	Mr CHU Yin-lin	Senior Manager - Construction Training, CIC
	Mr CHEUNG Yuk-lung	Senior Manager - Development & Support Services, CIC
	Dr Thomas TONG	Chief Research Consultant, CIC
	Mr Ivan KO	Manager - Council Services, CIC
	Mr Robert LAU	Manager - Construction Trade Testing, CIC
	Ms Jamie CHAI	Manager - Trainees Career Support, CIC
	Mr Jimmy LEUNG	Manager - Management & Safety Training Centre, CIC
	Ms Joyce AU	Manager - Board Services, CIC
	Ms Formula CHEN	Assistant Manager - Board Services, CIC

Apologies :	Ms HUNG Yee-man	Member
	Mr MAK Tak-ching	Member
	Prof TAM Chi-ming	Member
	Mr FU Chin-shing, Ivan	Member of Task Force on Trade Testing

Progress Report

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9.1 Confirmation of Progress Report of the last meeting

Members took note of Paper CIC/CTB/R/008/14 and confirmed the Progress Report of the 8th meeting held on 10 October 2014.

9.2 Matters arising from the last meeting

9.2.1 Agenda item 8.2.4 – Revising the terms of reference and composition of course advisory panels

Members noted that the management had submitted the proposed list of invitation for membership of Course Advisory Panels in 2015/2016 by circulation (Paper CIC/CTB/P/191/14) in end October 2014. It also proposed that the Hong Kong Construction Employees General Union (HKCEGU) would appoint one more representative to take up the vacancy unfilled by another labour union should the trade panels have two places reserved for labour unions. Before the deadline of circulation, 8 Members had returned reply slips to approve the proposed list. As regards the arrangement of vacancy replacement, one of them held another view. That Member opined that other labour unions could first be invited to nominate representative and there should not be a default mechanism for one union to nominate two representatives at the same time. The management then collected information of relevant labour unions in the industry. Apart from HKCEGU and Construction Site Workers General Union, The Federation of Hong Kong and Kowloon Labour

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Unions was another sizable union, under which the only construction-related member union mainly comprised E&M trades. The E&M union in question had already been invited to join the Course Advisory Panel on Electrical Installation. Thus, there was no other suitable union that could fill up the vacancy at the moment. Members noted that the proposals made in the circulated paper would be approved according to the views expressed by the majorities in their replies.

9.2.2 Agenda item 8.3.3 – Excavator Operation Course

Members noted that the management had drafted a paper to increase the training capacity of the captioned course and made three proposals for consideration in the coming meeting of Task Force on Training. The three proposals included out-sourcing the said course, re-developing Tuen Mun Training Ground for the use of excavator training and out-sourcing the test of excavator operation so that the vacant testing zone could be re-developed into a training venue.

9.2.3 Agenda item 8.3.4 – Certificate in Civil Engineering Supervision under Enhanced Construction Supervisor / Technician Training Scheme (ZCV)

Members noted that the management had adopted a measure of “cutting off the queue” for courses with waiting time beyond one year, for example, “Certificate in Civil Engineering Supervision” and “Tower Crane Operation Course”. However, admission would be resumed after the waiting time of the said courses was reduced to six months. During this “cut-off” period, CIC still had to monitor the number of people still interested in taking the courses.

9.2.4 Agenda item 8.3.6 – Offering more classes of Tower Crane Operation Course

Members noted the proposal of adding a tower crane at Tai Po Training Ground and hiring an

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extra instructor for increasing the training capacity of the captioned course was accepted by Committee on Administration and Finance. The management was now preparing tender for the proposed purchase of a tower crane. The layout of Tai Po Training Ground would be re-designed to accommodate one more tower crane for training and the additional class was expected to be commenced in the middle of next year. In addition, Housing Department had once offered a land lot at Lower Ngau Tau Kok Estate for CIC to consider. Yet, the period of usage for that land lot was only six months. The management had related the need for a longer tenancy period to the concerned department.

- 9.2.5 Agenda item 8.4.4 – Revising the Summary Table on Waiting Time for Trade Tests

Members noted that the captioned summary table was revised with reference to the comments of members.

- 9.2.6 Agenda item 8.6.4 – Integration of all cooperative training schemes

Members noted that the management was now drafting a proposal for integrating all cooperative training schemes and advice from industry stakeholders would be sought. When the proposal was ready, it would be submitted to CITB for discussion.

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- 9.2.7 Agenda item 8.7.2 – Proposal of adding classes of welding course and setting up a workshop

Members noted that the estimates for setting up a welding workshop had been accepted by Committee on Administration and Finance in late October 2014. After communicating with the supplier of air extractor and the Member concerned, the management opined that the air quality filtered by a standalone air extractor in the welding workshop was still not comparable to the fresh air drawn in from outside while the costs and

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operating fees were higher than using air duct. Thus, the proposal of installing the air duct system at lower cost was recommended and the setup cost was \$794,200. The said proposal was approved by CITB via circulation on 12 November 2014.

- 9.2.8 Agenda item 8.11.2 — Proposed revision to physical training of Basic Craft Courses

Members noted that the management had liaised with Human Resources Department and discussed the work arrangement with the affected colleagues in relation to the captioned revision.

- 9.2.9 Agenda item 8.12 — First report of CICMF Model (Site Supervisors, Technicians and Professional)

Members noted that revisions were made to the said report after the last meeting and the revised report was subsequently circulated on 14 October 2014. Approval by CITB was obtained on 16 October 2014 and it was then submitted respectively in the meeting of Committee on Administration and Finance on 17 October 2014 and the Council Meeting on 24 October 2014. Minor adjustments were recommended by the Council and then the revised version was endorsed by CITB via circulation. The further revised report was accepted on 12 November 2014 and uploaded to CIC website. It was also noted that Committee on Administration and Finance advised CITB to organise a seminar, tentatively scheduled for early March 2015, on the latest data of the CICMF Model and the directions of training.

- 9.2.10 Agenda item 8.13.2 — Short-term, medium-term and long-term goals of CITB

The captioned would be discussed under agenda item 9.7.

- 9.2.11 Agenda item 8.13.3 — Key Performance Indicators (KPI)

Members noted that the management was

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developing a set of KPIs on training-related tasks. After being commented by the Chairman, the KPIs would be submitted to relevant task forces and CITB for consideration.

(Sr LAI Yuk-fai , Mr LOK Kwei-sang and Dr HO Wai-wah joined the meeting one after another at this time.)

9.3 Verbal report by Task Force on Training in 2014

9.3.1 Members took note of the “Table on estimated waiting time for full-time adult short courses” as of 4 November 2014 tabled in the meeting. Among them, the latest course commencement date of eight courses had been scheduled for or after September 2015.

9.3.2 In response to the long waiting time for Mobile Crane Operation Course (MBC), Senior Manager-Construction Training said that he had planned to propose re-allocating the funds originally reserved for the replacement of crawler-mounted crane to the purchase of two smaller cranes. The above course would also be split into “Crawler-mounted Crane Operation Course” and “Wheeled Crane Operation Course”. It was expected to increase the annual training places from 25 to 40. As regards a contractor would conduct training of crawler-mounted crane operation at Tat Mei Road (a venue for the Contractor Cooperative Training Scheme), Chairman proposed to lobby the contractor to operate additional training classes for that trade under cooperative training scheme to reduce the waiting time for the course further.

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9.3.3 Regarding Certificate in Civil Engineering Supervision under Enhanced Construction Supervisor / Technician Training Scheme (ZCV), Members noted that three classes of the above course would be offered one by one in early 2015 and each class would admit around 44 people. The Recruitment Section would encourage course applicants waiting in the queue to consider applying for Certificate in Building Construction

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Supervision or Certificate in Building Services Supervision. It was hoped that such re-allocation measure could help ease the waiting time of popular courses. Moreover, there was quite a long queue for Site Surveying Course under Enhanced Construction Manpower Training Scheme (ZIS). Even though the management had resorted to offer the said training through Contractor Cooperative Training Scheme and considered out-sourcing the course, it would take some time to make the preparation. Chairman then asked Senior Manager-Development & Support to prepare course leaflets for the trade in question under cooperative training schemes so as to promote the course through the Hong Kong Construction Association to their members. Chairman also proposed that a reasonable target on the waiting time for short courses be determined. Members agreed to use the time frame of six month as the reasonable waiting time for admission. The management were requested to make effort to reach the target.

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- 9.3.4 A Member representing DEVB raised that re-allocation of training capacity could be explored in addition to the re-deployment of applicants in the queue. As regards the admission for Chinese classes and English classes of Metal Scaffolding (Civil Engineering and Building Construction), it was asked whether the training capacity of the English classes would be increased, the publicity to the related community be strengthened and more courses on trades having manpower shortage be conducted for the ethnic minorities. That Member also proposed to add information of all short courses in the table or in a separate attachment, which included enrollment rate, employment rate upon completion of courses, percentage of graduates working in relevant trades at different stage of time upon completion of courses, percentage of staying in the industry but engaging in another trade, and data on the salary levels of the trades etc. The information could allow the management to thoroughly understand and analyze the effectiveness of training for the trades,

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re-allocation of resources, demand for the related courses in the industry, as well as the likely effect of salary levels of the trades on the demand for related courses. Meanwhile, it could also help CITB review the training resources and cost-effectiveness of training.

- 9.3.5 Chairman expressed that, in terms of cost-effectiveness of training, the Task Force on Sub-contractor Cooperative Training, On-the-job Training, E&M Training and Subsidy Scheme had started to explore benchmarks of effectiveness for cooperative training schemes. Following the discussion with Task Force on Contractor Cooperative Training and Apprenticeship Scheme, a paper would be submitted to CITB for consideration. As regards the proposal of re-allocation of training capacity or waiting queue, it would be followed up by Task Force on Training.

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- 9.3.6 A Member raised that currently many frontline workers were South Asians, and thus, would like to know whether elementary Cantonese phrases commonly used on construction site had been taught in the English class of the training course to cater for the actual market needs. As more and more South Asians joined the construction industry, it was asked if CIC had any plan in the long run to introduce new elements into the training so as to accommodate the changes in the industry.

- 9.3.7 Senior Manager-Construction Training said that a Construction Vocational Cantonese Course was offered for the ethnic minorities by CIC two years ago. The said course was a part-time course and was co-organised with relevant associations of ethnic minorities. Yet, only two classes had been successfully commenced so far. A Member suggested promoting the said course to employers in the industry and community organisations. Director stated that the said course should be promoted directly to the ethnic minorities who were interested in joining the industry. The related

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Member was also requested to provide information on relevant community organisations for the management to follow up. Chairman reminded that the content of the said course must be aligned with the training of the corresponding trade.

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- 9.3.8 A Member representing DEVB suggested the management to draft a paper on the number of existing courses offered for ethnic minorities and the status quo on admission. The suggestions just raised above by Members should also be considered. In addition, the paper should address how to attract ethnic minorities to apply for courses which were not popular among Chinese-speaking applicants. Director said that the paper to be drafted would first be submitted to Task Force on Training for discussion and then submitted to CITB for consideration.

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9.4 Summary report of the sixth meeting of the Task Force on Trade Testing in 2014 (for information)

Members took note of Paper CIC/CTB/P/196/14 and noted the summary report of the sixth meeting of the captioned task force. Mr NG Kwok-kwan, chairman of the task force, briefly introduced the “Summary table on waiting time for trade tests (as of 31 October 2014)” and indicated the reasons for the gradual decrease in waiting time for trade tests. The main reasons were that most of the newly recruited testing instructors and general workers were already on board and a series of improvement measures were implemented. The chairman of the task force continued that the waiting time for trade tests was expected to be reduced to two months’ time in early next year but the introduction of “designated workers for designated trades” and the registration by skills due to the amendments to Construction Workers Registration Ordinance (CWRO) posed another challenge for trade testing in 2015. There might be a large number of workers applying for trade tests so as to get registered as semi-skilled workers or skilled workers. The task force had closely followed up on the effects of the amendments to CWRO on the demand for trade tests.

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9.5 Verbal report by Task Force on Contractor Cooperative Training and Apprenticeship Scheme

9.5.1 Ir SYNN Raymond-cheung, chairman of the captioned task force, reported that the task force just held a meeting on 14 November 2014 and discussed the proposed amendments to the Contractor Cooperative Training Scheme (Tower Crane Operation), the applications for the Apprenticeship Subsidy Scheme, and the benchmarks for cost-effectiveness of various cooperative training schemes. As regards the applications for the Apprenticeship Subsidy Scheme, the starting salary of most apprentices was the same as or even higher than the monthly salary indicator of their corresponding trade. Only a few apprentices were paid daily or with starting salary slightly lower than the indicator. If the daily wage was to be multiplied by the number of working days per month, the monthly salary of the former group of apprentices should have reached the indicator. For the latter group of apprentices, the task force recommended the management to follow up the issue to see if the salary of trainees would be adjusted after probation. Chairman of the task force also said that the task force approved in principle the proposals made in the paper.

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9.5.2 It was also noted that the task force accepted the proposed amendments to the Contractor Cooperative Training Scheme (Tower Crane Operation) so as to be in line with the revisions already made to the related full-time adult short course. Senior Manager-Development & Support supplemented that Hong Kong Construction Association (HKCA) proposed to CIC that it would be responsible for the training of crawler-mounted mobile crane operators at Tat Mei Road Training Ground. HKCA would pay the subsidy of trainers whereas CIC would pay the training allowance of trainees. Chairman stated that it was necessary to clarify and list clearly the cooperative relationships among HKCA, contractor and CIC in the said training scheme.

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9.6 Summary report of the fourth meeting of Task Force on Sub-contractor Cooperative Training, On-the-job Training, E&M Training and Subsidy Scheme in 2014 (for information)

Members took note of Paper CIC/CTB/P/197/14 and noted the summary report of the fourth meeting of the captioned task force. Regarding the discussion under Item Two of the summary report about the relatively low starting point for trainees of Diploma in Vocational Education (DVE) Programme, Chairman proposed exploring in-depth with Hong Kong Federation of Electrical and Mechanical Contractors Limited (HKFEMC). Senior Manager-Development & Support was also requested to submit relevant data to the concerned Members for consideration and arrange subsequent meeting. For Item Five about integrating various cooperative training schemes with focus on implementing Mandatory Contractor Cooperative Training Scheme, Member representing DEVB pointed out that feasibility of such proposal was being studied with CIC and the previous proposal of increasing the training capacity for mandatory training in public works' contracts would be considered as well. It would also explore specific arrangements and consider thoroughly the various levels to be involved. The Member then quoted the concern for the increasing cost of public works' contracts in society as an example. Apart from involving the public works contracts, there was a need to consider whether various private projects, which accounted for much of the actual construction output, should also participate in the mandatory training. The role of CIC in the mandatory training should also be studied. In addition, as contractors and their sub-contractors would join hands in offering mandatory training, comments from sub-contractors under this circumstance should also be considered.

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9.7 Goals of CITB and corresponding measures (for information)

9.7.1 Members took note of Paper CIC/CTB/P/198/14 and noted the introduction to the said paper by Director, which included the three major work goals of CITB and the corresponding short-term, medium-term and long-term measures to reach the goals.

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- 9.7.2 A Member raised that the paper did not mention the way of retaining graduates in the industry and the related measures, which was thought to be rather important to the work of training. Chairman agreed that it was important to encourage trainees to stay and work in the industry upon completion of training. He said that CITB would focus on the part of training and hoped to encourage contractors and sub-contractors to employ trainees and provide on-the-job training to the trainees through cooperative training schemes so that the trainees could stay and work in the industry for a longer time. However, there were many factors affecting the trainees' decision to stay in the industry or not, which included the work environment, the prospects in the industry and the salary etc. Such factors might need to be addressed by CIC.
- 9.7.3 A Member opined that clearer goals could be set by CITB and considered that there should be different focus at different stages. Taking the past few years as an example, the goal of CITB was to train semi-skilled workers, which made the training capacity of the courses in question surged from a thousand more to the current eight thousand more. Another goal of CIC at the subsequent stage might be the training up of semi-skilled workers to skilled workers. In addition, for the corresponding measures targeted at training of semi-skilled workers, CITB, apart from increasing the training capacity and provide skills training, could consider implementing some measures of consolidation to make the training provided by CITB to be more comprehensive, such as assisting newcomers to adapt to the work environment and provide counseling for adjustment of mentality etc. That Member also pointed out that CITB should consider joining hands with other training institutes to attract young people to join the industry and receive training. Since there were at present different progression pathways for young people who had completed secondary education, CITB needed to consider continuous progression pathways and the corresponding training at each

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stage for people with qualifications in intermediate trade test or construction trade test so that the training could be linked up with training courses offering recognised qualifications at higher levels. The clear progression pathways with prospects would be helpful in trainees' recruitment. For the continuous enhancement and development in the quality of instructors, there was a need to ensure that the level of skills of the instructors matched with the benchmarks of the international market. For example, various prefabrication skills were currently adopted in Hong Kong and instructors might need to take further study to grasp the latest skills in the industry. Regarding the international market, the overseas counterparts increasingly relied on technology under the circumstance of an ageing workforce and manpower shortage, CIC might take this overseas practice as reference.

- 9.7.4 Director said that a blue-print for the future development of CITB in the long run was being conceived. It would consider the development of the industry, role of CIC, benchmarks of local and overseas markets, and progression pathways for workers etc. The draft blue-print would be submitted to Members for discussion early next year.
- 9.7.5 A Member of a task force attending the meeting raised that follow-ups after the graduates joined the industry was also very important. That Member also suggested setting up a manned hotline or providing information in the Internet about sub-contractors or job vacancies to assist graduates to access and search jobs through the networks of the industry. Chairman of Task Force on Training stated that CIC had implemented the Mentorship Programme last year, in which instructors or designated staff would follow up the employment of graduates and provide timely counseling services to graduates.
- 9.7.6 Chairman pointed out that the paper only listed the goals of CITB and the general directions of corresponding measures. The comments just raised

**Director-
Training &
Development**

by Members had been explored and the goals and corresponding measures would be depicted in details gradually. Chairman also said that the short-term goals of CITB had covered the daily tasks. For the medium-term goals such as integration of various cooperation schemes, it was hoped to pave the way for the long-term goals by allocating resources to the enhancement of venues and facilities to boost the image of the industry eventually.

9.8 Proposed trade testing questions for newly added trades in response to the amendments to Construction Workers Registration Ordinance (for discussion)

9.8.1 Members took note of Paper CIC/CTB/P/199/14 and noted the background of the captioned proposal. Members noted that course advisory panels and Task Force on Training had approved construction trade test questions for five newly added trades, including Carpenter (Formwork-Civil Construction) (Striking), Carpenter (Formwork - Building Construction) (Striking), Joiner (Assembling), Plasterer (Floor) and Marble Worker (Polishing), as well as intermediate trade test questions for six trades, including Waterproofing Worker (Burn-type Felt), Plasterer (Floor), Tiler (Mosaic), Tiler (Tile), Marble Worker (Dry Fixing) and Marble Worker (Wet Fixing). Since the skills were the same for Carpenter (Formwork- Civil Construction) (Striking) and Carpenter (Formwork -Building Construction) (Striking), these two trades could share the same question sets for construction trade tests and a person who passed any one of the trades could be awarded simultaneously two certificates in the construction trade tests for the two trades. In addition, the testing time of Tiler (Mosaic) and Tiler (Tile) would be increased from 2.5 hours to 3 hours.

9.8.2 Members accepted the above proposals. A Member representing the union expressed his reservations towards the test contents of the draft test paper for Painter and Decorator. A Member of a task force

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attending the meeting pointed out that the test questions of Carpenter (Formwork) mentioned the inclusion of the removal of iron nails on the formwork in demolition work. Yet, such work procedure was not required in reality. Chairman said that the above two comments would be referred to relevant task force for further follow-up actions.

**Task Force on
Trade Testing
Manager-
Construction
Trade Testing**

9.9 Subsidy for taking Mandatory Basic Safety Training Course for 2014/15 DVE Programme (Craftsman) (for discussion)

Members took note of Paper CIC/CTB/P/200/14 and noted the background and contents of the captioned proposal. After consideration, Members agreed to subsidize a total of 246 trainees of Diploma in Vocational Education Programme (Craftsman) in 2014/2015 to take Mandatory Basic Safety Training Course in two batches. The estimated expenditure was \$34,440 in total and would be covered by the funding reallocated from the unused subsidized places already approved for the programme.

9.10 Proposed amendments to framework document of On-the-Job Training Scheme (for discussion)

9.10.1 Members took note of Paper CIC/CTB/P/201/14 and noted the background and contents of the captioned proposal. After consideration, Members approved the amendments to the main items in the framework document of On-the-job Training Scheme, which included: i) revising the deadline of application; ii) listing the definition of qualified trainers; iii) determining the ratio of qualified trainers to qualified graduates; iv) revising application procedures; and v) revising the procedures for the payment of subsidy.

9.10.2 A Member representing DEVB asked whether the data of graduates participated in the Scheme would be compared with graduates not participating in the Scheme to review its effectiveness. Manager-Trainee Careers Support replied that the Scheme just implemented for one year and its contents and procedures were still under

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enhancement but data could be collected by end of this year to conduct an initial analysis. That Member hoped that the management could start collecting related data upon commencement of the Scheme to prepare for the subsequent review on the effectiveness.

**Manager-
Trainee Careers
Support**

9.11 Summary report of the first meeting of Ad Hoc Working Group on Development of Local Construction Professionals and Supervisory Staff to Work Overseas in 2014 (for information)

Members took note of Paper CIC/CTB/P/202/14 and noted the summary report of the first meeting of the captioned Ad Hoc Working Group. Members also noted that Senior Manager-Development & Support would complete the outstanding task which included seeking advice from members of the Working Group by circulation regarding the guidance notes for working in four overseas areas drafted years ago. The two newly proposed topics in the meeting earlier on together with the comments to be collected after the circulation of Paper would be used to update the guidance notes, which were expected to be completed in the first quarter of 2015.

**Senior
Manager-
Development &
Support**

9.12 Summary report of the 4th meeting of Steering Group on Implementation of CWRO Amendments in 2014

9.12.1 Members took note of Paper CIC/CTB/P/203/14 and noted the summary report of the fourth meeting of the captioned Steering Group. The key tasks included publicity activities to promote the captioned amendments to CWRO and the provision of “designated workers for designated trades”. It would encourage workers to take the trade test as soon as possible. The upper limit (77,000 man times) and lower limit (59,000 man times) forecasted for the demand for trade tests in the coming two years in response to the amendments to CWRO were accepted. CITB would take corresponding actions in line with the forecast.

9.12.2 Chairman added that additional employment of manpower would also be needed in response to the

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increasing number of test applicants and the measures of attracting workers to take the tests would also be explored with the Chairman of Task Force on Trade Testing.

9.13 Any Other Business

9.13.1 Construction Craftsman Training Scheme

Chairman expressed that the preliminary draft of the Construction Craftsman Training Scheme had been prepared and was now under discussion with the related policy bureau. Request for fund to cover the estimated expenditure was needed to be made to Committee on Administration and Finance in the future. In the initial design, the period of training would be two years and the mode of training would be based on a 2-year employment contract. A worker participating in the scheme would be employed by a contractor. Discussions with the contractors were embarked. The proposed scheme was used to link up the internal training courses of CIC with the Contractor Cooperative Training Scheme and Sub-contractor Cooperative Training Scheme. Thus, the proposed scheme was not applicable to workers who were working in the industry and possessed qualifications of intermediate trade tests.

9.14 Tentative date of next meeting 010/14

The next meeting was scheduled for 16 December 2014 (Tuesday) at 9:30 a.m. at Meeting Room 1, Construction Industry Council Headquarters, 15/F Allied Kajima Building, 138 Gloucester Road, Wan Chai, Hong Kong.

There being no other business, the meeting was adjourned at 11:20 a.m.

**CIC Secretariat
November 2014**