

Construction Industry Council

Construction Industry Training Board

Meeting No. 008/14 of the Construction Industry Training Board (CITB) was held on Friday, 10 October 2014 at 3:00 p.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
	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 LAM Kai-chung	Member
	Mr LI Chi-leung	Member
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
	Mr FU Chin-shing, Ivan	Member of Task Force on Trade Testing
	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 WONG Chi-lap	Senior Manager - Construction Trade Testing, 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 Robert LAU	Manager - Construction Trade Testing, CIC
	Ms Joyce AU	Manager - Board Services, CIC
	Ms Formula CHEN	Assistant Manager - Board Services, CIC

	Ms Venus LAU	Graduate Trainee, CIC
Apologies :	Ir HO Ngai-leung, Albert	Member
	Ms HUNG Yee-man	Member
	Sr LAI Yuk-fai, Stephen	Member
	Mr MAK Tak-ching	Member
	Prof TAM Chi-ming	Member

Progress Report

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8.1 Confirmation of Progress Report of the last meeting

Members took note of Paper CIC/CTB/R/007/14 and confirmed the amended Progress Report of the 7th meeting held on 1 September 2014.

8.2 Matters arising from the last meeting

8.2.1 Agenda item 7.2.12—Letter from Education Bureau of HKSAR

Members noted that Chairman and Director had their first meeting with Permanent Secretary for Education on 26 September 2014 to explore the scope of cooperation. Items discussed would be followed up.

8.2.2 Agenda item 7.3.3—Proposed target number of graduates and financial estimates for cooperative training schemes in Year 2014

Members noted that the management had developed some benchmarks of comparison for evaluating the effectiveness of cooperative training schemes according to the comments of CITB Members. Relevant paper had been drafted for discussion in the joint meeting between “Task Force on Contractor Cooperative Training and Apprenticeship Scheme” and “Task Force on Sub-contractor Cooperative Training, On-the-job Training, E&M Training and Subsidy Scheme” to be held on 28 October 2014. In addition, the joint meeting would discuss the proposal of increasing the current ratio of trainer to trainee under

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cooperative training schemes.

- 8.2.3 Agenda items 7.5.2—Work plan and financial estimates for CITB for Year 2015

Members noted that Chairman would meet with the heads of various training centres and related departments starting from October 2014 to review the organization structures, roles and responsibilities in relation to the areas of improvement and rooms for savings of training expenditure.

- 8.2.4 Agenda item 7.7—Revising the terms of reference and composition of course advisory panels

Members noted that no comment on the number of panel members was received so far. CIC would invite labour unions, trade associations and employers with reference to the membership combination as confirmed in the last meeting to prepare for the the new term of course advisory panels. A Member representing the labour union stated that CITB allowed the Hong Kong Construction Employees General Union (HKCEGU) to take up the vacancy left unfilled by another labour union and appoint one more representative to the panel when endorsing the membership of course advisory panels in the last term of office as the said union could only appoint representatives to the two course advisory panels on Bar-bending and Fixing and Timber Formwork. It was hoped that membership for the new term of course advisory panels could follow the current arrangement of vacancy replacement. Chairman asked the Director to follow up the issue with the Member after the meeting.

**Director -
Training &
Development**

- 8.2.5 Agenda item 7.9.2—Follow-up of instructing staff for Aluminum Window Installation

As regards no intermediate trade test of Aluminum Window Installation could be provided for trainees due to the lack of instructing staff of the said trade at training centres, Director reported that a job applicant for the position was referred by the Hong Kong Facade Association and an interview would be arranged in mid-October. If things went well, the instructing staff

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could be on board in November.

- 8.2.6 Agenda item 7.13.2—Possible measures for reducing the waiting time of courses

Members noted the possible measures for reducing the waiting time for full-time courses with the latest commencement date beyond one year, such as Welding Course, Tower Crane Operation Course and Measurement Technician Training Course, were discussed and approved in the meeting of Task Force on Training on 23 September 2014. The relevant paper would be followed up under items 8.7, 8.8 and 8.9.

- 8.2.7 Agenda items 7.14.3 and 7.14.6—Additional recruitment of manpower for reducing the waiting time in trade testing

Members noted the latest situation about the additional recruitment of manpower for processing trade tests, which included the arrival of 5 General Workers, 1 Welding instructor and one part-time Timber Formwork instructor on 29 September. Furthermore, one Metal Scaffolding instructor and one Window Frame Installation instructor were expected to take up the positions in November. In addition, the management had contacted two contractors / developers for referring experienced Timber Formwork masters as invigilators. An interview was arranged for a part-time instructor as referred in late September and he was expected to assume office in October.

- 8.2.8 Invitation to a Member whose term of office was about to end to continue serving as chairman of Task Force on Training and attending meetings of CITB

Members noted that CITB approved by circulation (Paper CIC/CTB/P/178/14) that the appointment of Mr LOK Kwei-sang, whose term of office for six years was about to expire by the end of 2014, as chairman of Task Force on Training would be continued in 2015 in personal capacity. He would also attend meetings of CITB in 2015 as chairman of the Task Force. Chairman thanked Mr Lok for his continual support in leading the task force after the expiry of his term of office.

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- 8.2.9 Downward adjustment for the revised financial estimates of 2014

Director reported that with further review of the revised financial estimates of 2014, the management considered that the training expenditure and contingency fees could be lowered further such that the related estimates could be adjusted downward by around \$30 million.

8.3 Summary report of the third meeting of Task Force on Training in 2014 (for information)

- 8.3.1 Members took note of Paper CIC/CTB/P/179/14 and noted the summary report of the third meeting of the captioned task force. Mr LOK Kwei-sang, chairman of the task force, highlighted that the Independent Review Working Group had completed five site visits to inspect the training and trade testing centres and training grounds. Invaluable comments were made and most of the issues were addressed through the cooperation of instructors and the management staff. For the items that required further discussion, comments from course advisory panels would be sought for the consideration of the Task Force before submission to CITB for approval. The said items included the proposed revision to Tower Crane Operation Course which would be discussed in the meeting later.

- 8.3.2 As regards the “Table on estimated waiting time for full-time adult short courses” tabled in the meeting, Members noted the reasons for longer waiting time for admission to nine courses listed in the Table and the proposals for reducing the waiting time.

- 8.3.3 Concerning a proposal made in the past of finding a venue to increase the training capacity of Compactor Operation Course and Excavator Operation Course, Senior Manager–Construction Training reported that the relevant course advisory panel proposed to change the full-time Compactor Operation Course to a part-time course as many of the in-service compactor operators were engaged on a part-time basis. For

**Senior
Manager -
Construction
Training**

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Excavator Operation Course, outsourcing the course and other possible measures like finding outside venues would all be considered to increase the training places.

- 8.3.4 As regards the measure of “cutting off the queue” for Certificate in Civil Engineering Supervision under Enhanced Construction Supervisor / Technician Training Scheme (ZCV) so as to cut short the waiting time of the course, Chairman considered it as one of the possible measures to prevent unrealistic expectations of applicants. Yet, CIC still had to monitor the number of people interested in the course. Chairman recommended developing internal guidelines for staff responsible for processing applications and preparing schedule within a specified period. After the quota was full, the applicants would be informed that they would be put on the waiting list without any available time for admission. This measure could facilitate CIC to determine the amount of resources to process interested applicants still on the waiting list according to the market demand at the moment.

**Senior
Manager -
Construction
Training**

- 8.3.5 Director stated that the management would coordinate various means to shorten the waiting time, which included reducing the number of applicants through cooperative training schemes. It also introduced the measure of “expectation management” to inculcate trainees, who were about to start the training or graduate, with reasonable expectations towards the industry. Applicants could then better understand the trades before commencement of training and could consider thoroughly whether the trades were suitable to them and whether they had to apply for another trade. In addition, trainees who were about to graduate could also understand the actual operation in the industry.

- 8.3.6 Regarding the previous proposal of finding a venue for Tower Crane Operation Course, Senior Manager–Construction Training stated that the cost was relatively high and the private tenancy contract mostly required 4 years of “fixed term tenancy” and 3 years of “break clause”. Application for the change of land use was also required. Thus, the proposal would be shelved at the moment. A DEVB representative attending the

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meeting expressed that DEVB would continue to locate suitable land for CIC through the Lands Department and requested the CIC to list out the requirements for the land concerned. Director supplemented that the measure of increasing training capacity under the existing land resources was considered such as the proposal of adding a tower crane at Tai Po Training Ground, which had been submitted and would be discussed later. Chairman stated that the HKSAR Government would introduce more land and housing policies gradually, so CIC had to prepare in advance for the demand for tower crane operators in the industry. Members also noted that CIC had in place a mechanism for replacement from the waiting list within a specified period if a trainee dropped out in the course of training.

- 8.3.7 As latest commencement date for Site Surveying under Enhanced Construction Manpower Training Scheme (ZIS) was in March 2016, the Chairman recommended stepping out to contact contractors to use cooperative training schemes to cut short the waiting time. Senior Manager-Development & Support expressed that efforts were made to actively persuade the course applicants to join the cooperative training schemes.

**Senior
Manager -
Development
& Support**

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

- 8.4.1 Members took note of Paper CIC/CTB/P/180/14 and noted the summary report of the fifth 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 30 September 2014)” and said that out of the 8 trade tests with waiting time beyond the timeframe of two months, a slight drop in time was recorded in 4 trade tests, an increase in waiting time for 3 trade tests, and no change in waiting time for the remaining one. Chairman of the Task Force continued to point out that newly recruited trade testing instructors and general workers of some trades were on board already, so the waiting time was believed to be reduced gradually. However, there were still fluctuations of waiting time in individual trades. It was mainly because of the

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manpower re-deployment by Trade Testing Centre in order to process those trade tests with more applications accumulated. Chairman of the Task Force added that the waiting time for testing had already been improved generally.

- 8.4.2 Members noted that the management had been actively contacting contractors to refer sub-contractors or retired and experienced industry practitioners to conduct trade testing for Timber Formwork on a part-time basis. Chairman opined that such practice could address the sudden changes in the number of test applications.

**Senior
Manager -
Construction
Training**

- 8.4.3 A Member pointed out that the presentation of the row about the estimated waiting time for trade tests in the summary table needed to be amended, particularly in the ITT for Carpenter (Formwork – Civil Engineering). As it was expected that the newly recruited staff would be arrived soon and staff who had been deployed elsewhere would resume their positions, there should not be an increase in the estimated waiting time as of end September. That Member also stated that it could not just use the monthly testing capacity in the subsequent October as the base for estimating the waiting time because it could not reflect the monthly processing capacity in the following months.

- 8.4.4 Chairman also agreed that the monthly testing capacity should not be fluctuated much and proposed a remark be added if the monthly testing capacity of that month decreased due to manpower re-deployment or other reasons as well as indicating the month in which the standard was expected to be met. Chairman of Task Force agreed to consider determining the normal monthly processing capacity for each trade and use it as the base to estimate the waiting time of relevant trade.

**Senior
Manager -
Construction
Trade
Testing
Manager -
Construction
Trade
Testing
(Aberdeen)
Task Force
on Trade
Testing**

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

Ir SYNN Raymond-cheung, chairman of the captioned Task

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Force, reported that the second joint meeting in 2014 of “Task Force on Contractor Cooperative Training and Apprenticeship Scheme” and “Task Force on Sub-contractor Cooperative Training, On-the-job Training, E&M Training and Subsidy Scheme” would be held on 28 October 2014.

8.6 Verbal report by Task Force on Sub-contractor Cooperative Training, On-the-job Training, E&M Training and Subsidy Scheme

8.6.1 Chairman expressed that the Task Force had met with associations of sub-contractors from a number of trades and trade representatives to understand the views of the industry towards Sub-contractor Cooperative Training Scheme (SCTS) and explore new measures. Comments from trade representatives were highlighted as follows:

- i) Lower-tier sub-contractors / industry counterparts used high salary to attract away trainees of cooperative training schemes from time to time, so the drop-out rate of trainees was relatively high;
- ii) The administrative procedures for cooperative training schemes were too complicated, so the allowance could not be issued on time usually.

8.6.2 Chairman added that standardization of all cooperative training schemes by aligning the training period and allowance were now being explored. The base unit for the training period would be one year. If the current training period of a trade was not more than 6 months, the trainee after receiving the relevant training would stay with the same employer company and continue to receive training up till one year. Chairman hoped that consensus could be reached with sub-contractors in relation to the said proposal to streamline administrative formalities and procedures while changing the assessment indicator to the passing rate of intermediate trade test of trainees. However, there was a concern from a representative of sub-contractors regarding how CIC would handle the situation if the passing rate of intermediate trade test of trainees could not comply with the indicator. Chairman stated that the proposal of refund of allowances from sub-contractors was also explored in the meeting. By setting up this

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mechanism, it could prevent doubts in the industry towards the effectiveness of cooperative training schemes subsidized by CIC and ensure the subsidy was effectively used to train potential new joiners with qualification of intermediate trade test for the industry. In addition, to address the drop-out of trainees during the course of training as raised by sub-contractors, CIC would consider adopting administrative measures such as requesting the employment proof at related sub-contractors from trainees before allowing them to take the intermediate trade test. It also explored to establish a bonus system to encourage trainees to stay with the employer company for one year.

- 8.6.3 A Member representing Hong Kong Construction Sub-Contractors Association (HKCSA) raised that it was understandable for CIC to lay down some requirements for sub-contractors to comply as the sub-contractors received subsidy to provide training to trainees. Yet, facing a blooming market at the moment, the requirement for sub-contractors to promise that the passing rate of intermediate trade test of their trainees could meet the specified standard might deter them from participating in the scheme. That Member also pointed out that CIC might need to reward sub-contractors for outstanding performance in the passing rate of intermediate trade test of their trainees under the doctrine of reward-and-punishment while considering a refund of subsidy from sub-contractors who could not fulfill the commitment.

- 8.6.4 Chairman stated that the management would be instructed to draft a paper on the above proposal in due course. By that time, Members should assist in seeking comments from their respective trade unions, associations and labour unions. It was hoped that the future direction of cooperative training schemes could be finalized by end 2014.

**Senior
Manager -
Development
& Support**

8.7 Proposal of increasing classes of welding course (for discussion)

- 8.7.1 Members took note of Paper CIC/CTB/P/181/14 and noted the background of the above proposal. The proposal included establishing a workshop for welding

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that could accommodate a group of trainees (containing 10 welding work stations and 1 back-up work station) at Sheung Shui Training Centre. This was to increase the number of training places for Welding Course (3 classes per year with a total of 30 places). It was estimated to shorten the waiting time from 15 months to less than one year. Members could select from two options of capital expenditure on establishing such workshop and the main difference of the two options was the installation of different ventilation system. Task Force on Training recommended adopting option two with higher cost (around \$965,800), i.e. installing a standalone air extractor equipped with activated carbon for filtering exhaust gas in compliance with EU standard.

- 8.7.2 A Member expressed that there was no air-conditioning inside the workshop and the air extraction system was to emit exhaust gas from the workshop to the street, the management should consider the level of filtering required for the emission of the workshop. That Member also pointed out that a standalone air extractor equipped with activated carbon filter was very expensive and required frequent replacement. After discussion, CITB recommended considering to use a separate air extractor with electrostatic precipitator as it possessed similar filtering effect and no frequent replacement was required, which would be more cost-effective in the long run. CITB also approved running one more welding class after the construction of the workshop and it was expected to operate 2 classes for the training year starting from early 2015. The operating expenditure for each class was around \$288,000. Chairman agreed to submit the proposal of increasing the classes of welding course together with the estimated expenditure of option two to Committee on Administration and Finance for approval. He also instructed the management to circulate the revised estimates for the establishment of workshop for Members to consider after amending the proposed installation of ventilation system with reference to the comments of Members.

**Senior
Manager -
Construction
Training**

8.8 Proposed revisions to Tower Crane Operation Course (for discussion)

- 8.8.1 Members took note of Paper CIC/CTB/P/182/14 and noted the background and contents of the proposed revisions to Tower Crane Operation Course. After revisions, 6 classes of Tower Crane Operation could be run each year with the number of training places per year increased from 15 to 18. The shortened period of training could allow trainees to complete the course in a shorter time and thus the trainee allowance per trainee would be reduced by 50%. In addition, the extended daily hours of operation could allow trainees to have a longer period of uninterrupted time for practice so as to master the technical requirements of the operation.
- 8.8.2 Members also noted that in response to the continuous demand for tower crane operators from the industry, the management proposed adding and purchasing a tower crane at Tai Po Training Centre. In addition, an instructor would be hired by a two-year fixed-term contract to teach the course. After the revision, the Tower Crane Operation Course would provide 18 places per year. If two classes could be operated at the same time, the total number of training places could reach 36 per year. The longest waiting time for the current 49 applicants in queue could be reduced from 2 years or more to about one year. According to the changes to the course and the number of training places, the additional trainee allowance required per year would be around \$40,000. The above proposal was accepted by the related course advisory panel and Task Force on Training. For the type of tower crane to be purchased, Task Force on Training recommended a luffing-jib crane which was used by many contractors.
- 8.8.3 After consideration, Members accepted the proposal of revising the Tower Crane Operation Course to a 40-day course with 3 trainees per class as well as the new course syllabus. Members also approved the amount of \$3 million for adding a luffing-jib crane and hiring an instructor for tower crane by a 2-year fixed-term contract with the estimated annual salary of around \$540,000 as well as the additional trainee

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allowance required per year (around \$40,000). The endorsed proposal would be submitted to Committee on Administration and Finance for approval.

8.9 Proposal of running additional class for Measurement Technician Assistant Training Course (for discussion)

8.9.1 Members took note of Paper CIC/CTB/P/183/14 and noted the background of running additional classes for Measurement Technician Assistant Training Course. To further shorten the waiting time for the above course, the management proposed running two additional temporary classes for 2014/2015 with 30 trainees per class. Together with the two regular classes, the total number of training places per year would be 120 and the waiting time could be reduced from one year more to half a year. Moreover, the course consisted of a 10-day training of computer software applications. However, computer lecturers and equipment currently at CIC were in a relatively pressing situation, so the 20-day computer training of the two classes might be outsourced. The said proposal was accepted by Task Force on Training. The Task Force raised that the computer training of the course should be outsourced for better usage of CIC resources to provide computer drawing or BIM courses.

8.9.2 After consideration, Members accepted running two additional classes for Measurement Technician Assistant Training Course in 2014/15, providing an extra total of 60 places with additional expenditure on trainee allowance of around \$1.08 million. It would also hire a lecturer to teach the additional classes by a fixed-term contract with an annual salary of around \$600,000. The 20-day computer training of the additional classes would be outsourced, if necessary. The endorsed proposal would be submitted to Committee on Administration and Finance for approval.

8.10 Proposal of providing Appreciation Course on Contract Documents of Conservation of Built Heritage (for discussion)

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- 8.10.1 Members took note of Paper CIC/CTB/P/184/14 and noted the background of the proposal of providing the captioned course. The course would last for 12 hours on a part-time basis with 20 people per class. The course fee would be \$950 per trainee and the hourly remuneration for the visiting lecturer of this new course would be \$800. It was expected to provide one class in 2014/15 for the time being and would adjust the number of classes provided based on the feedback and demand from the industry. The proposal was accepted by Task Group on Heritage Maintenance and Task Force on Training.
- 8.10.2 After consideration, Members approved the introduction of an Appreciation Course on Contract Documents of Conservation of Built Heritage, recruitment of visiting lecturers for teaching the course and the related remuneration proposal.
- 8.11 Proposed revision to Basic Craft Course – Physical Training (for discussion)**
- 8.11.1 Members took note of Paper CIC/CTB/P/185/14 and noted the background of the above proposal. In March and April 2014, the management proposed to course advisory panels of all basic craft courses to change the 10-day physical training to 3-day adventure-based training. In response to the said revision, the management had obtained information about outreach adventure-based activities and price quotation from relevant organizations. In addition, the existing staff establishment for physical training unit (1 supervising instructor and 5 instructors) had to be re-deployed. If the proposed revision about physical training was to be implemented in 2015/16, there was not much change in expenditure for CIC in this aspect. The Task Force on Training basically had no objection to the proposed revision but opined that it was necessary to consider the work arrangement for physical instructors.
- 8.11.2 A Member representing labour union expressed concern over the deployment of physical training staff and requested the management to communicate more with affected colleagues so that they could be relieved and pleased to accept the deployment. If proper

**Senior
Manager -**

Action

communication work in this aspect could be carried out by the management, the Member personally would support the proposed revision to physical training session.

**Construction
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- 8.11.3 After further discussion, Members approved to revise the 10-day physical training to a 3-day adventure-based training in 2015/16 while the remaining 7 days would be used to strengthen the core training of basic craft skills. Members also approved the new work arrangement for the physical training staff of CIC.

8.12 First report of CICMF Model (Site Supervisors, Technicians and Professional) (For discussion)

- 8.12.1 Members took note of Paper CIC/CTB/P/186/14 and noted the first report of CICMF Model on site supervisors, technician and professional as presented by the Chief Research Consultant. Major points included the definition of site supervisors, technicians and professionals, the related demand and supply, as well as the trend of manpower situation.

- 8.12.2 A DEVB representative attending the meeting stated that it was unclear to depict the ascending level of manpower shortage by different colours, as shown in slides on trend of manpower situation of professionals. On the other hand, the use of 5 ranges of number of people to depict situation of manpower shortage for site supervisory personnel and technicians was clearer and easier to understand as it provided a rough numerical range for the shortage situation in every trade.

**Chief
Research
Consultant**

- 8.12.3 Chairman pointed out that it could continue to use high and low levels to show the situation of manpower shortage in trades if it was too sensitive to depict the figures of professional personnel. Yet, it should supplement the percentage worked out from the base number of the current trade and provide the base number. Moreover, Chairman pointed out that it was necessary to standardize the number of levels and their respective colours for high and low levels. Chief Research Consultant stated that under the proposal of

**Chief
Research
Consultant**

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adopting a base number, the report would quote directly the number of employees as reflected in 2013 Manpower Survey Report on Building and Civil Engineering Industry and 2013 Manpower Survey Report on Electrical and Mechanical Engineering Industry by VTC.

- 8.12.4 After discussion, Chairman requested the Chief Research Consultant to revise the report with reference to the comments given in the meeting and re-submit to CITB for consideration by circulation. If it was approved, it could be submitted in the meeting of Committee on Administration and Finance on 17 October 2014 and, afterwards, be submitted in the Council Meeting on 24 October for endorsement.

**Chief
Research
Consultant**

8.13 Any Other Business

- 8.13.1 Update of contracts for time-limited and temporary staff of Training & Development

Members noted the captioned paper tabled in the meeting. It was also noted that the CIC had implemented many measures to accommodate the development and demands in the industry and employed some staff by fixed-term and temporary contracts accordingly. The management now made proposals for the renewal of contracts for fixed-term staff based on various factors. For staff responsible for teaching or trade testing, as the construction output and manpower demand in the industry was still great, it was proposed that contracts of most of the instructing staff be renewed for another two years to keep the staff and attract suitable person to join. However, a few instructing staff like those engaging in teaching courses at the sites of the Correctional Services Department would continue to be employed on a 1-year contract according to the training need. For supporting staff, it was proposed to renew staff with Officer grade or above by a 2-year contract while staff with Assistant grade or below by a 1-year contract. It was to match with the flexible use of human resources after the clerical work was gradually standardized and computerized. After consideration, Members accepted the proposed contract renewal for fixed-term staff.

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8.13.2 Short-term, mid-term and long-term goals of CITB

Chairman stated that CIC had once requested for the short-term, mid-term and long-term goals for the future work of CITB, and thus, the Director was requested to draft a paper. Coincidentally, same request was also received from DEVB. Therefore, the draft would be first circulated among Members in due course and then submitted to CIC for deliberation.

**Director -
Training &
Development**

8.13.3 Key Performance Indicators

Chairman expressed that at the request of Members, he would ask the management to develop a set of Key Performance Indicators on training-related tasks to facilitate the measurement of performance in related work such as recruitment of trainees and provision of training.

**Director -
Training &
Development
and
relevant
Senior
Managers**

8.13.4 Programme for training skilled workers

Chairman stated that CIC Chairman in his meeting with DEVB promised to submit a proposal for the training of skilled workers in the next quarter and would consider the source of funding for training. The initial plan was to implement a pilot training scheme in collaboration with major contractors to assist practitioners with qualification of intermediate trade test to become skilled workers within 2 years' time. Details of the training were still under discussion.

8.14 Tentative date of next meeting 009/14

The next meeting was scheduled for 18 November 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 4:50 p.m.

**CIC Secretariat
October 2014**