

Construction Industry Council

Construction Industry Training Board

Meeting No. 006/19 of the Construction Industry Training Board (CITB) was held on 28 November 2019 (Thursday) at 9:30am at Board Room, Construction Industry Council, 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon.

Present:	YU Sai-yen	(SYYu)	Chairperson
	CHAN Kim-kwong	(KCCN)	
	CHAN Pat-kan	(CPK)	
	CHENG Sau-kuen	(SKCg)	
	CHOW Luen-kiu	(LKC)	
	Henry CHAU	(BCC)	
	Eddie LAM	(ELM)	
	Peter LAM	(OKL)	
	Dennis WONG	(DW)	
	Edmond WONG	(EW)	
	Francis CHAU	(DS1)	
	WAN Chi-ping	(CPW)	
In attendance:	YAU Hau-yin	(HYYu)	Development Bureau
	Rick KO	(WCK)	Development Bureau
	CHAN Ka-kui	(KKCh)	CIC Chairman
	Alex LEUNG	(AL)	Director – Collaboration & Trade Testing
	Francis WONG	(FW)	Director – HKIC
	CHU Yin-lin	(YLC)	Assistant Director – Training
	Peter TANG	(PrT)	Assistant Director – Student & Curriculum Development
	Ivan KO	(IK)	Senior Manager – Trade Testing
	Jimmy LEUNG	(JyL)	Consultant – Collaboration Scheme and Apprenticeship Scheme Management
	Daniel CHIU	(DIC)	Manager – Collaboration Scheme
	Ellen FUNG	(EnF)	Manager – Apprenticeship Management
	Tommy LAW	(YLL)	Manager – Career Support Services
	Priscilla TAM	(PTm)	Manager – Board Services & Administration Support
	Formula CHEN	(FMC)	Assistant Manager – CITB Secretariat
Absent:	Joseph CHI	(JCI)	

Amelia FOK (CYF)

Minutes

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6.1 Confirmation of the Minutes of the Previous Meeting

Members took note of the Paper CIC/CTB/M/005/19 and confirmed the minutes of the meeting No. 005/19 held on 18 September 2019.

6.2 Matters Arising from the Previous Meeting

Item 5.4 – Development Blueprint of Full-time Courses (1-Year and 2-Year) of the Hong Kong Institute of Construction (HKIC)

The HKIC would submit the relevant road map in early 2020.

Item 5.5 – Promotion of the courses of School of Professional Development in Construction (SPDC)

SPDC would enhance the promotion of quality programmes.

Item 5.5 – Design of SPDC Emblem

SPDC had invited another two design companies to provide quotations. The bid submitted by Anothermountainman was still the lowest. After further negotiation, Anothermountainman reduced once again its fee by 25% from the original quote.

Item 5.12 – Report on Employers and Graduates Satisfaction Rate for Year 2017-2018

HKIC would consider setting its target to raise the employers' satisfaction to above 90%.

6.3 Proposal on Composition of Course Advisory Panels for Year 2020-2021 (for approval)

Members took note of the Paper CIC/CTB/P/066/19 and the proposal on composition of Course Advisory Panels (CAPs) for year 2020-2021.

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[LKC joined the meeting at this juncture.]

The representative of the Development Bureau (DEVB) stated that the content of the training course should meet the expectations of the industry and employers. The representative disagreed that the number of persons with trade employer background had to be reduced to two, and suggested handling the issue with greater flexibility and adjusting the number of persons with trade employer background to “2 to 4”. A member concurred with DEVB representative’s suggestion and opined that priority should be given to employers who hired more HKIC graduates. Another member opined that the trade union representative should hold a trade test certificate of the relevant trade, and the subcontractor representative should also possess relevant qualifications. CIC Chairman stated that the inclusion of “persons that CITB thinks fit” could maintain the flexibility, so that CITB could adjust the composition of suitable persons according to the status of nomination. The Chairperson added that CITB could review the appropriateness of the nomination and retain the final right of appointment.

After deliberation, members agreed that number of persons with trade employer background should not be more than 4. The new composition were as follows:

Member	Number of persons
Persons with trade employer background	Not more than 4
Persons with union background	Not more than 2
Persons with trade association or professional institutions background	Not more than 2
Persons with construction material / equipment supplier background	1
Persons graduated from CIC	1
Persons with proprietor background	1
Persons that CITB thinks fit	3
Total	Not more than 14

Members approved the following suggestions for the CAPs for year 2020-2021:

- (a) The terms of office for the new CAP members would be from 1 January 2020 to 31 December 2021;
- (b) CAP members should attain at least 75% attendance;
- (c) Tenure of CAP members should not exceed 4 consecutive

- years;
- (d) To set up the “Course Advisory Panel on Refrigeration/Air-conditioning/Ventilation” and the “Course Advisory Panel on Fire Service System”;
 - (e) To rename the “Course Advisory Panel on Quantity Measurement” to “Course Advisory Panel on Quantity Surveying”;
 - (f) In response to specific circumstance of some CAPs, the following suggestions were made:
 - (i) CAPs on Construction Supervisor and on Quantity Surveying
At present, the current CAP structure had a supplier representative. Since these two programmes were not skill trades in nature and there were no construction material / equipment suppliers, it was suggested that no supplier representative quota should be provided.
 - (ii) CAPs on Plant Operation and on Construction Plant Maintenance & Repairs
As there were relatively more representative associations in the above two trades, it was suggested to reserve one quota for the association category each under “persons with employer background” and under “persons that CITB thinks fit”. It was believed that employers’ views in the industry could be effectively represented.
 - (iii) CAP on Electrical Installation
In addition to the Hong Kong Construction Industry Employees General Union and the Construction Site Workers General Union, the Hong Kong & Kowloon Electrical Engineering Appliances Workers Union was added.

6.4 Proposal on Selection and Review Mechanism for Trade Testing-recognised Courses of Training Institutes (for approval)

Members took note of the Paper CIC/CTB/P/067/19. IK briefly introduced the proposal on selection and review mechanism for Trade Testing-recognised courses of training institutes, application and approval procedures.

[SKCg and CPK joined the meeting at this juncture.]

A member enquired whether there were any estimations on the

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number of participating institutions and resources involved in the selection of these training institutions, whether there were any guidelines for the course fees of these training institutions, and what were the pass rate statistics of trade tests of candidates from these training institutions. IK responded that at present a dozen training institutions would recommend their students to take trade tests and the Trade Testing Centre would not formulate guidelines on course fees for these training institutions. Some training institutions with fewer candidates would have a relatively large difference in candidates' performance. AL added that the Trade Testing Centre would not take the initiative to evaluate the courses offered by training institutions. The training institutions should take the initiative to submit all applications for course recognition. Thus, not much resources of Trade Testing Centre would be involved.

After deliberation, members approved that there would be a grace period of 3 months up to 1 April 2020, during which the Trade Testing Centre would accept all students recommended by training institutes to take trade tests. However, the following measures would be implemented from 1 April 2020:

(a) Selection criteria of recognised courses

Selection criteria	CIC's standard
(i) Scope of course content	Should include: <ul style="list-style-type: none">● Understanding of drawing and specification;● Preparation before work commencement;● Working procedures and Quality Assurance;● Proper handling and use of materials;● Proper use of tools and equipment;● Implementation of safety measures;● Housing keeping after completion of work; and● Occupational Ethics
(ii) Qualification requirement and work	<ul style="list-style-type: none">● Holder of a Trade Test Certificate of the relevant trade and with at least 5 years of

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experience of instructors	<ul style="list-style-type: none"> ● relevant work experience; or ● Holder of relevant Higher Diploma or equivalent and a valid Registered Electrical Worker license, with 3 years of work experience and/or teaching experience (only applicable to the electrical trade)
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For courses offered by government departments and statutory bodies, submission of documents was not required. The respective authorities could review their course according to the above criteria by themselves and declare in writing that the courses had met the requirements.

(b) Review criteria of recognised courses

Review criteria	CIC's standard
(i) Course attendance rate of candidates	80% or above
(ii) Passing rate and overall unauthorised absence rate of trade tests of the courses	<ul style="list-style-type: none"> ● Passing rate should be equal to or higher than that of the outsiders in the same year ● Overall unauthorised absence rate: 10% or below

(c) Measures taken by the Trade Testing Centre to address different passing rates

Trade test passing rate of recognised courses (X)	Corresponding measures of the Trade Testing Centre
Passing rate of the trade test is equal to or higher than that of the outsiders (Y) in the same year	Meeting the requirement
$0.9Y \leq X < Y$	Sending reminders to training institutes for their underperformance as appropriate ¹
$0.8Y \leq X < 0.9Y$	Sending strong reminders to training institutes and meet with them for their underperformance as

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	appropriate ¹
X < 0.8Y	Sending letters to training institutes requesting for an improvement plan. If there was no improvement to the situation, the Trade Testing Centre would report to the Subcommittee on Trade Testing and CITB, and suggest revoking the recognition of the course in question.

Remark¹: Alternative measures would be considered for special circumstances like the number of candidates of the courses were relatively small.

- (d) Training institutes should submit the following documents when putting in their applications:
 - (i) Copy of registration document of the institute;
 - (ii) Organisation chart of the training department of the institute;
 - (iii) Relevant course content;
 - (iv) Copy of qualification and proof of work experience of instructors of relevant course; and
 - (v) Relevant document relating to quality assurance mechanism of the institute such as quality assurance handbook/guideline, code for instructors and student handbook, etc.

- (e) For courses offered by government departments and statutory bodies, the respective authorities could review their courses according to the above criteria by themselves and declare in writing that the courses had met the requirements. Submission of documents was not required. Besides, since CIC's collaborative training schemes had been strictly monitored by CITB, the selection and review mechanism was not applicable to these collaborative training schemes.

- (f) If the recognition of a course of the training institute was revoked, the training institute could try to submit application for the course recognition to the Trade Testing Centre a year from the date of issue of letter.

6.5 Intermediate Trade Test – Proposal on Selection and Review

Mechanism for Recognised Trade Unions on Verifying Work Experience and Skill Level of Workers (for approval)

Members took note of the Paper CIC/CTB/P/068/19. IK briefly introduced the proposal on the selection and review mechanism for recognised trade unions on verifying work experience and skill level of workers.

A member enquired whether trade unions could issue proof of qualifications for their subsidiaries' members. The Chairperson also enquired that how would the case be handled if the union of which the workers belonged to was not a recognised union. IK said that all trade unions listed in the Construction Industry Council Ordinance ("CICO") could certify the qualifications of their members. IK welcomed the unions to apply for being a recognised union. If the union of which the worker belonged to was not a recognised union, workers might resort to other means like providing proof issued by employers or by making an oath for taking the trade tests.

After deliberation, members approved the implementation of the following measures from 1 January 2020:

- (a) The selection criteria included the following five items but were not applicable to those trade unions listed in the "Construction Industry Council Ordinance":
 - (i) Trade unions already registered with the Labour Department;
 - (ii) Had been established for five years or more;
 - (iii) The number of members of the trade union should account for at least 10% of the number of registered workers (skilled workers and semi-skilled workers) of the same trade;
 - (iv) The trade applied for had to be one of the trades of the current intermediate trade tests; and
 - (v) The effectiveness of the method used in assessing the skill level of the applicant in meeting the standard of a semi-skilled worker.

The proof of work experience of workers must be verified and signed by Chairman or Vice-chairman of the trade unions.

- (b) Trade union should take the initiative to submit the following documents for application:
 - (i) Copy of registration document of the trade union;

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- (ii) The latest annual report of the trade union with information on organisation chart, list of members of the board of directors, year of establishment, target members and number of members; and
- (iii) Method used in assessing the skill level of the applicant in meeting the standard of a semi-skilled worker.

The Trade Testing Centre would process the application within about three months upon receipt of an application.

- (c) Performance of candidates whose work experience and skill levels confirmed by trade unions would be reviewed biennially, starting from 1 January of the first year to 31 December of the following year. Candidates recommended by trade unions should meet the following standards:
 - (i) Passing rate should be equal to or higher than that of the outsiders in the same year; and
 - (ii) Unauthorised absence rate would be 10% or below.
- (d) Measures taken by the Trade Testing Centre to address different passing rates were as follows:

Trade passing rate(X)	Corresponding measures of the Trade Testing Centre
Passing rate of the Intermediate trade test is equal to or higher than that of the outsiders (Y) in same year	Meeting the requirement
$0.9Y \leq X < Y$	Sending reminders to training institutes for their underperformance as appropriate
$0.8Y \leq X < 0.9Y$	Sending strong reminders to training institutes and meet with them for their underperformance as appropriate
$X < 0.8Y$	Reporting and submitting proposal to the Sub-committee on Trade Testing and CITB to revoke the recognition.

- (e) If recognition of a trade union was revoked, the trade union would not be allowed to issue proof of qualifications for

workers within one year from the date of issue of letter. The trade union could try to submit application for the recognition to the Trade Testing Centre a year from the date of issue of letter.

6.6 Review and Suggestions on Apprentices Taking Part in VTC Earn and Learn Scheme in 2017-2018 (for approval)

Members took note of the paper CIC/CTB/P/069/19, and approval was given to continue referring apprentices of years 2018/2019 and 2019/2020 to participate in the Earn and Learn Scheme offered by the Vocational Training Council (VTC). In years 2019 and 2020, there would be 380 subsidized places per year. The cooperation arrangement would be reviewed in late 2020. For those trainees who could not join the Earn and Learn Scheme, HKIC would actively encourage them to participate in the Construction Industry Council Approved Technical Talents Training Programmes (ATP). Members also approved the terms and conditions of referring apprentices of years 2018/2019 and 2019/2020 to join the VTC Earn and Learn Scheme and authorised the Executive Director to sign the agreement on behalf of CIC.

A member enquired about the difference between the Earn & Learn Scheme and the ATP. YLL responded that graduates who wished to continue their studies could choose to participate in the Earn & Learn Scheme. Alternatively, those who would like to concentrate on enhancing their skills could participate in the ATP. The Chairperson enquired the data on graduates pursuing further studies after completing the Earn & Learn Scheme. YLL

YLL

(Post-meeting note: most graduates of the HKIC's Advanced Diploma Programme had participated in the Earn & Learn Scheme. In a survey on the education of graduates of Advanced Diploma Programme conducted in August 2019, it was found that out of the 424 graduates of Advanced Diploma Programme over the past five years interviewed, 102 (24% of the total number of respondents) were undertaking Higher Diploma Programmes at VTC and 281 (66% of the number of respondents) had completed the said programmes. Out of the 281 graduates who had completed the Higher Diploma Programmes, 212 (more than 75%) indicated that they were studying or were thinking of taking higher qualification courses in their spare time. Among them, 140 graduates had embarked

on bachelor's degree programmes, accounting for 50% of the total number of respondents. As there were no studies on the further education of graduates of Diploma and Certificate Programmes, only data for Advanced Diploma Programme were available.)

6.7 ★Proposal on adding Training for Lift Mechanics to Intermediate Tradesman Collaborative Training Scheme (for approval)

Members took note of the paper *CIC/CTB/P/070/19* and the proposal on adding training for lift mechanics to Intermediate Tradesman Collaborative Training Scheme.

D1C said that the Sub-committee on Construction Industry Council Approved Technical Talents Training Programmes and Collaborative Training Schemes (ATP&COS Sub-com) had opined that the safety of lift operation was very important. It was proposed that in addition to the written test, interviews should be added to enhance the safety awareness of workers. Moreover, it was suggested to add computer programmes for monitoring and controlling to the training content. The management said that they had consulted the Electrical and Mechanical Services Department (“EMSD”) and the Lift & Escalator Contractors Association in this regard. In order to avoid conflicts of interest, the EMSD would not deploy staff to conduct interviews, but they concerned about who would be the interviewers. EMSD opined that whether to add interview or not would depend on the opinions of the Lift & Escalator Contractors Association. The Lift & Escalator Contractors Association opined that if safety elements were to be strengthened, questions on safety issues could be added to the written test. Regarding the suggestion on adding computer programme for monitoring and controlling to the training content, both the EMSD and the Lift & Escalator Contractors Association considered that it was a default programme, there was no need to add the said training content.

DEVB representative added that in view of the enthusiastic response to the "Lift Modernisation Subsidy Scheme" opened for application in March this year, the Government proposed an additional funding of HK\$2 billion to increase the number of subsidised lifts from 5,000 to 8,000 in October. This would provide financial incentives and appropriate professional support to building owners in need, encouraging them to carry out lift modernisation works to enhance the safety of old lifts.

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To cope with the expected manpower demand due to the increase in project works, this scheme would allow trainees to work with and receive professional training from registered lift and escalator workers to accumulate experience in preparation for becoming registered lift personnel.

A member enquired if the workers would be trained to become registered lift and escalator mechanics in the future. The member continued that only 11 candidates had taken the trade test for registered lift and escalator mechanics over the past three years, albeit all of them failed. The member hoped that the training of registered lift and escalator mechanics could be strengthened. YLC responded that HKIC was not offering training for registered lift and escalator workers at the moment. All related training and tests were provided by VTC and the views could be reflected to VTC.

The Chairperson suggested that if the safety elements were to be strengthened, refresher safety courses could be offered to trainees. After deliberation, members approved the proposal on adding training for lift mechanics to Intermediate Tradesman Collaborative Training Scheme, increase the safety element in written tests and consider providing refresher safety courses for trainees.

D1C

6.8 ★Inclusion of the Construction Industry Council Approved Technical Talents Training Programme in the Mandatory Requirements of the Public Works Contracts for Contractors (for information)

Members took note of the paper *CIC/CTB/P/071/19*. It was noted that in order to enhance the recognition of Construction Industry Council Approved Technical Talents Training Programme, the Development Bureau had included the Programme in the list of recognized training schemes under the mandatory requirements for collaboration of the public works contracts.

DEVB representative stated that the government had supported CIC training in a multi-pronged approach. Apart from funding the relevant training programmes, it had already been specified in the terms of public works contracts reaching a specified amount that contractors had to participate in the provision of training, and provide at least 10 training places or 5% of total estimated number of skilled workers needed by the project. At

least half of the training places must be used for training semi-skilled workers to attract new joiners. Training of a skilled worker would be treated as providing four training places in order to attract contractors to train skilled workers. The involvement in the collaborative schemes of contractors would not only be reflected in future tender evaluations, but also in the quarterly performance assessment of the project. In addition, it was specified in public works contracts that contractors should hire graduates of the Enhanced Construction Manpower Training Scheme.

A member suggested that CIC might consider establishing a scoring system to provide incentives to encourage private projects to hire graduates from HKIC and collaborative schemes. Another member considered that the clause of providing training in the public works contracts should also be extended to projects of the Urban Renewal Authority, the MTR Corporation Limited (MTR), the Hong Kong Housing Society and the Hospital Authority (HA). DEVB representative pointed out that the Housing Department and the Airport Authority had made reference to the scoring mechanism and adopted the same clause. For private projects, there would be a need for CIC to drive the promotion. A member hoped that these organisations would give effect to the clause after its introduction. DEVB representative responded that the government had taken the lead in implementing the above policy and maintaining communication with MTR, HA and the like. These organisations were very supportive of the above policy.

6.9 ★Summary Report of the 5th Meeting of the Hong Kong Institute of Construction Management Board in 2019 (for information)

Members took note of the Paper *CIC/CTB/P/072/19* with no further comments.

6.10 ★Summary Report of the 1st Meeting of the Sub-committee on Trade Testing in 2019 (for information)

Members took note of the Paper *CIC/CTB/P/073/19* with no further comments.

6.11 ★Table on Estimated Waiting Time for Full-time Short Courses (for information)

Members took note of the Paper *CIC/CTB/P/074/19*. DEVB representative concerned that the number of people on the waiting list for some courses exceeded the number of training places, and the average time for offering a class of the course was one year. As the demand was huge, the representative enquired if HKIC could bring forward the class schedule of the course. YLC replied that HKIC had been deploying manpower to move forward the commencing time for classes of the Enhanced Construction Supervisor/Technician Training Scheme Civil Engineering Supervisor Certificate Course. As the Structural Steel Welding (Civil Engineering and Building Construction) Course was the only short course for HKIC to train skilled workers, HKIC had been reviewing the course arrangement to see if efforts should be focused on the training of semi-skilled workers. Market demand would be the most crucial factor for consideration. DEVB representative pointed out that with the launch of the three-runway system project of the airport, the manpower demand was expected to increase. Thus, HKIC was requested to make preparation in advance accordingly.

6.12 ★Table on Waiting Time and Data for Trade Tests (for information)

Members took note of the Paper *CIC/CTB/P/075/19* with no further comments.

6.13 ★Table on Waiting Time for Plant and Machinery Operation Certification Courses cum Tests (for information)

Members took note of the Paper *CIC/CTB/P/076/19* with no further comments.

6.14 ★Statistical Data of Construction Industry Council Approved Technical Talents Training Programmes (for information)

Members took note of the Paper *CIC/CTB/P/077/19* with no further comments.

6.15 ★Statistical Data of Advanced Construction Manpower Training Scheme – Pilot Scheme (for information)

Members took note of the Paper *CIC/CTB/P/078/19* with no further comments.

6.16 Any Other Business

Task Force on Ethnic Minorities in Construction

Members took note of the purpose of setting up the Task Force on Ethnic Minorities in Construction (the Task Force) by the Council, and its terms of reference, membership composition, consultant list, work strategy and proposals. The Task Force would continue to operate and follow up on the implementation of the proposed measures up to June 2020.

DEVB representative stated that the Task Force had already laid down work direction, and suggested that it was not necessary to establish a subcommittee under CITB. Members might consider letting HKIC and the Trade Testing Centre be directly responsible for the implementation of works, and report to CITB regularly so that CITB could directly monitor the progress and effectiveness. The Chairperson stated that more than 80% of the registered ethnic minority semi-skilled workers work in construction industry. He opined that more effort should be put in to train ethnic minority general workers to become semi-skilled workers. CIC Chairman stated that matters to be reviewed by CITB were already many. Since this subject matter was crucial, the establishment of a subcommittee could focus on discussing the related issues and then pass to CITB for monitoring. The representative of Labour Department (LD) raised that as there were serious industrial accidents involving ethnic minorities, the LD had produced a variety of publications in the languages of ethnic minorities to enhance their awareness of occupational safety and health. The sub-committee might cooperate with the LD in the promotion of occupational safety and health without duplication of resources in the future.

After deliberation, Members agreed to establish a new sub-committee under CITB to follow up and continue the work of the current Task Force and develop new measures. The member composition of the sub-committee could be discussed at a later date.

Construction Innovation Expo 2019

Director said that the Construction Innovation Expo 2019 would be held from 17 to 20 December at the Hong Kong Convention and

Exhibition Centre. He invited members to support and participate in the event.

The 1st Hong Kong Construction Skills Competition

The 1st Hong Kong Construction Skills Competition would be held on 15 and 22 March 2020. The competition was divided into open category and youth category, with 7 and 6 entries respectively. Open category would have a Champion, a First Runner-up, a Second Runner-up and Merit Awards. The Champion would receive HK\$20,000 as prize, a title trophy and the opportunity to visit the Shanghai 2021 World Skills Competition. In addition to the HK\$5,000 prize and medal, the top three winners of the youth category would also have the opportunity to represent Hong Kong to participate in the Shanghai 2021 World Skills Competition. The management cordially invited the participation of the industry to be a supporting organisation and sponsor. In addition, there was a nomination award and members were encouraged to nominate workers or trainees to participate in the event.

Proposal to Subsidize Training Places of “VTC Diploma of Vocational Education” in Years 2019/2020 & 2020/2021 and Financial Budget

CITB approved the subsidization of 2,100 training places of “VTC Diploma of Vocational Education” (including “Craft Certificate” and “Technician” courses) and “Engineering Diploma” in years 2019/2020 and 2020/2021 with an estimated budget of HK\$48,602,400 on 10 July 2019. The total amount of subsidy of 2,100 training places would be HK\$64,680,000. The agreement between the CIC and VTC was also based on the above training places and the total amount of subsidy. However, with reference to the actual intake rates and the retention rates in the past, the discount rate of “VTC Diploma of Vocational Education - Craft Certificate” was 70% and that of the “VTC Diploma of Vocational Education - Technician” & “Engineering Diploma” were 90%. Accordingly, the total financial budget for years 2019/2020 and 2020/2021 would be HK\$48,602,400. If the number of students enrolled was higher than the estimated figure, the management would report the situation to CITB and apply for additional funding. Members accepted the above arrangement and suggestions.

Schedule of CITB Meetings in 2020

Members took note of the schedule of CITB meetings in 2020 tabled at the meeting.

6.17 Tentative Date of Meeting No. 001/20

The next meeting was scheduled for 15 January 2020 (Wednesday) at 9:30am at Board Room, CIC Headquarters, 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon.

There being no further business, the meeting was adjourned at 12:00nn.

**CITB Secretariat
November 2019**