

**Construction Industry Council**

**Construction Workers Registration Board**

The 1<sup>st</sup> and 2<sup>nd</sup> meetings of the Construction Workers Registration Board (CWRB) were held on 2 January 2013 (Wednesday) at 4pm and on 30 January 2013 (Wednesday) at 4pm respectively at Meeting Room 1, CIC Headquarters, 15/F Allied Kajima Building, 138 Gloucester Road, Wan Chai, Hong Kong.

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Summary Notes of Construction Workers Registration Board Meeting No. 001/13.

<b>Agenda Item</b>	<b>Paper</b>	<b>Major Resolutions/ Progress Highlights</b>
2	CB/2013/01	<p><b><u>Introduction on the organization structure of the Construction Industry Council (CIC), functions &amp; terms of reference of CWRB and its working relationship with CIC and the Construction Industry Training Board (CITB)</u></b></p> <p>The Construction Workers Qualifications Committee (QB) and the Construction Workers Review Committee (RB) are two statutory boards established under CWRB. Their chairperson and members are appointed by CWRB.</p> <p>Zero Carbon Building (ZCB) is not a committee but an independent corporation. The Executive Director of CIC (ED-CIC) would circulate the full version of CIC's structure and details of those major and active CIC committees to members of CWRB.</p> <p>Director – Workers Registration (D-WR) would consolidate CWRB's terms of reference, render them in simple and easy to understand words and list them with the membership list of CWRB on one page for members' easy reference.</p>

Agenda Item	Paper	Major Resolutions/ Progress Highlights
3	CB/2013/02	<p data-bbox="714 316 2056 395"><b><u>Progress of the preparation work for the implementation of Phase II of the Construction Workers Registration Ordinance (CWRO or the Ordinance)</u></b></p> <p data-bbox="714 403 2056 778">The Chairman of the Taskforce on Amending CWRO (the Taskforce) formed by DevB reports the progress of their work. Topics deliberated by the taskforce included the proposals on consolidating Schedule 1 (splitting and regrouping of trades/skills and cross-trades work), registration arrangements for senior and experienced workers, implementation of the Phase II prohibition provisions of the Ordinance in phases, and so on. The Taskforce would continue to discuss allowing workers to work across trades/skills, the logistics of registering senior workers (e.g. by interviews), exempting “emergency construction work” and “small-scale construction work”, and introducing defence provisions to the Ordinance and strengthening evidence collection under the Ordinance,.</p> <p data-bbox="714 834 2056 906">If everything goes well, the bill on amending the Ordinance is expected to be submitted to the LegCo for vetting in 2014/2015.</p> <p data-bbox="714 962 1890 994">CWRB member, Mr Ivan Fu, represents CWRB to attend meetings of the Taskforce.</p>
4.1	CB/2013/03	<p data-bbox="714 1046 2056 1126"><b><u>To adopt the recommendation for the formation of various working committees and respective membership lists</u></b></p> <p data-bbox="714 1134 2056 1206">Agreed that “Working Committee” (「工作委員會」) should be re-named “Sub-committee (「小組委員會」)”. ED-CIC confirmed that the latter is in line with the name used by CIC.</p> <p data-bbox="714 1262 2056 1378">Resolved to form the Sub-committee on Registration Matters (CRM) and the Sub-committee on Specified Training Courses (STC), and approved respective membership lists and the terms of reference. The term of office of all members will be from 1 January 2013 to 31 December 2014.</p>

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4.2	CB/2013/04	<p><b><u>To adopt the 2013 budget of CWRB</u></b></p> <p>Financial matters of CWRB would be handled centrally by CIC, so it was not necessary to prepare an individual budget for CWRB. However for the sake of good practices and governance, it was recommended that CWRB should prepare a quarterly income &amp; expenditure (I&amp;E) estimates to ensure that expenses are justified and well spent. As such, the budget appended to the discussion paper CB/2013/04 was for reference only.</p> <p>ED-CIC and D-WR would work with the Senior Manager-Finance on the approval rights and limits of petty cash claim by the Workers Registration Secretariat (WR-Sect).</p> <p>Members noted the 2013 I&amp;E estimates of CWRB but it was not necessary to approve them.</p>
4.3	CB/2013/05	<p><b><u>To adopt the approving authorities for purchases and hire of services, and the list of signatories</u></b></p> <p>It was noted that CIC has already commissioned an independent consultant to study its approving authorities and flow of procurement, and that CWRB's procurement would also be reviewed as a whole. The review report and recommendation would be presented to ComANF for discussion in late January 2013 and then submitted to the Council for approval. In this connection, CWRB resolved that this agenda item would be given a stay until the review results are known.</p>
5	-	<p><b><u>Chairperson of the Construction Workers Qualifications Board</u></b></p> <p>Resolved to appoint Ir Helen Kwan the Chairperson of QB. The term of office will run until 31 December 2013. WR-Sect would follow up with the announcement in the Gazette.</p>

Summary Notes of Construction Workers Registration Board Meeting No. 002/13.

<b>Agenda Item</b>	<b>Paper</b>	<b>Major Resolutions/Progress Highlights</b>
1.1	-	<b><u>Minutes of the last meeting</u></b> The amended minutes of the 1 <sup>st</sup> CWRB meeting were confirmed (amendments had been circulated to all members on 28 January 2013 by email.)
2.1 - 2.2 and 2.4	CB/2013/06 (Membership List and Terms of Reference of CWRB )	<b><u>To endorse circulation papers</u></b> The circulation papers/notices sent to members on 10 January 2013 were confirmed. The papers/notices covered the membership list and terms of reference of CWRB, organization structure of CIC and the representative of CWRB on the Taskforce on Amending CWRO.  CIC would revise its website to include the endorsed terms of reference of CWRB after they have been reported to the Council.
2.3	-	<b><u>Extra manpower and wages for the new opening hours of Workers Registration Office (WRO) (service on Sundays)</u></b> In order that the Sunday service of WRO can be rolled out incessantly, WRO would, before the proposal on acquiring extra manpower for WRO is submitted and accepted by CIC, stick to the current arrangement for engaging additional staff, i.e. HKD100 per hour for existing staff of WRO and those CIC staff members who know how to operate the CRMS to work at WRO on Sundays, until end of April 2013.  WRO would arrange a forum to be attended by all WRO staff to collect their opinions on the four proposed solutions on staffing arrangement for the new opening hours of WRO. The

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		<p>proposed solutions are (i) continue to pay HKD100 per hour to current staff who are willing to work on Sundays; (ii) additional staff be employed and all WRO staff will be put on shift to work on Sundays; (iii) hiring part-time staff to work on Sundays and they will be supervised by current assistant registration officers who take shift to work on Sundays; and (iv) a mix of solutions (i) and (iii). After consensus is reached, WRO would prepare a paper covering operation logistics, manpower requirement and estimated expenses for the consideration of CWRB.</p>
3.1	CB/2013/07	<p><b><u>Additional Manpower for WROs during the peak renewal periods in 2013</u></b> Approved the additional manpower, facilities and equipment required by WROs during the peak renewal periods in 2013.</p> <p>Advised WRO and WR-Sect to study the long-term manpower deployment for renewal peak periods which emerge every two to three years, and the feasibility of turning some of the temporary posts in WRO into permanent positions for better commitment and team spirit.</p> <p>Advised WRO and WR-Sect to examine the feasibility of prolonging the validity of worker registration by 1 to 12 months to level out the normal 3-year validity of registration, so as to relieve the influx of workers to WROs for registration renewal, and to liaise with the vendor of the Computerized Registration Management System (the System, CRMS) for manually amending the entry to the “Validity” field in the System.</p>
3.2	CB/2013/08	<p><b><u>Publicity Plan 2013 of CWRB</u></b> Accepted the proposed publicity plan 2013 of CWRB.</p>

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		<p>WR-Sect would follow the procurement procedures of CIC to purchase SMS for the purposes stated in the plan. For small amount expenses, e.g. graphic design fee for point of point of sales materials and promotion literature of the Scholarship programme, if WR-Sect would like to speed up the approval process by taking over the procurement itself yet following the guidelines for procurement and call for quotations, WR-Sect has to draft and circulate a paper on such procurement and call for quotation procedures to CWRB members for deliberation and then to CIC for approval.</p> <p>The then “Construction Workers Registration Authority (CWRA) Scholarship would change its name to “Scholarship for family members of Construction Workers”. The budget on publicity of the event and prize presentation should be less than the total amount of scholarship that is to be granted. Members also suggested setting aside some budget to award applicants with same scores and scholarship winners who choose construction-related disciplines, and to stage the presentation ceremony at ZCB.</p> <p>Enquire the Corporate Communications &amp; Marketing department on the type and quantity of souvenirs available as giveaways for construction workers who come to WRO for registration/renewal. It must be noted that the giveaways have to be good for use by construction workers in terms of product design, usage and production costs. The souvenirs also need to focus on promoting CIC as well as construction workers registration.</p>
3.3	CB/2013/09	<p><b><u>Financing the Trade Unions-assisted Renewal Service</u></b> Agreed to continue to finance, on an accountable and cost-recovery basis, the trade unions who</p>

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		<p>provide renewal service for registered construction workers. CWRB would monitor the effectiveness of the service in six months' time.</p> <p>WR-Sect would review the agreement with trade unions on providing renewal service and put in an additional clause that the service would be reviewed after one year. WR-Sect would also include the work progress of each participating trade union in the minutes of this CWRB meeting.</p>
4.1 - 4.3	CB/2013/10 CB/2013/11 CB/2013/12	<p><b><u>Reports of WRO, Inspection &amp; Enforcement and STC</u></b></p> <p>The reports of WRO, Inspection &amp; Enforcement and STC were noted. CWRB also noted that Mr Charles Wong had been appointed the Registrar of Construction Workers Registration (註冊主任).</p>
4.4	CB/2013/13	<p><b><u>Report of CRM</u></b></p> <p>Endorsed CRM's recommendations to split the registration and trade test of Marble Worker by administrative measure, to add the registration category of Registered Semi-skilled Worker (RSS) to the trade of Curtain Wall Installer and to other trades that have no such provision, and to conduct inspection of construction sites on Sunday once every quarter. The Sunday inspection arrangement would be reviewed after one year.</p> <p>In response to the enquiry made by a member on the procedures of splitting a trade, WR-Sect would send the related guidelines and procedures to the member after the meeting for his reference.</p>

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5 and 6	-	<p><b><u>Other Items</u></b></p> <p>Noted the verbal report of the Taskforce on Amending CWRO.</p> <p>Agreed to the proposal to pass the iPads returned by members of then CWRA to members of CWRB for use at meetings. New ones would be purchased if there are not enough returned iPads to meet the demand. WR-Sect would send an email to all members to enquire if they need iPads for use at meeting.</p> <p>Agreed in principal that photocopying charges would be waived for workers who come to WROs for registration/renewal. In a bid to avoid abuse of the free service, the amount of free copies would be capped at 10 sheets. A review report would be submitted to CWRB after six months.</p>