

**Construction Industry Council**

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

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Meeting No. 002/23 of the Committee on Repair, Maintenance, Alteration and Addition was held on Thursday, 11 May 2023 at 2:30pm at Board Room, 29/F, Tower 2, Enterprise Square Five (MegaBox), 38 Wang Chiu Road, Kowloon Bay.

|               |               |                   |        |  |
|---------------|---------------|-------------------|--------|--|
| Present       | :             | Eddie LAM         | (ELM)  | Chairperson  |
|               |               | KAN Wai Chi       | (CKN)  | Deputy Chief Occupational Safety Officer (Operations Division) (Hong Kong and Islands Region), Labour Department |
|               |               | Joe LAM           | (JLm)  | Chief Engineer / General Engineering Services, Electrical & Mechanical Services Department                       |
|               |               | CHAN Kim-kwong    | (KKCN) |  |
|               |               | Tom CHAN          | (TmC)  |  |
|               |               | Henry CHAU*       | (BCC)  |  |
|               |               | CHEUNG Wing-ho    | (WhC)  |  |
|               |               | Christopher CHUNG | (CCG)  |  |
|               |               | Patrick HO        | (PaH)  |  |
|               |               | Ellis IP          | (Elp)  |  |
|               |               | Kevin LAI         | (KLI)  |  |
|               |               | Lewis LAM         | (LLM)  |  |
|               |               | Daniel PONG       | (DPG)  |  |
|               |               | Ringo SHEA        | (RSh)  |  |
|               | SIU Kin-ching | (KCS)             |        |  |
|               | Alfred TANG   | (AdT)             |        |  |
|               | YU Kam-hung*  | (KHY)             |        |  |
| In Attendance | :             | Marjory LEUNG*    | (MLG)  | Assistant Secretary (Works Policies 1) 1, Development Bureau<br>(Representative of Susanne WONG)                 |
|               |               | Thomas HO         | (TH)   | Chairman, Construction Industry Council  |
|               |               | Albert CHENG      | (CTN)  | Executive Director, Construction Industry Council  |
|               |               | Robert CHAN       | (RCCM) | Director – Industry Development, Construction Industry Council   |

|               |        |  |
|---------------|--------|--|
| LEE Oi-yen    | (OYL)  | Assistant Director –<br>Registration Services,<br>Construction Industry Council            |
| Yan ZHOU      | (YZ)   | Assistant Director – Industry<br>Development, Construction<br>Industry Council             |
| William HO    | (YHH)  | Head of Certificate Training,<br>HKIC  |
| Ivan KO       | (IK)   | Senior Manager – Trade<br>Testing, Construction Industry<br>Council                        |
| Timothy LEUNG | (TLG)  | Senior Manager – Industry<br>Development, Construction<br>Industry Council                 |
| Eros LAM      | (ELLT) | Manager – Management<br>Support, Construction Industry<br>Council                          |
| Robert LAU    | (WFL)  | Manager – Trade Testing,<br>Construction Industry Council                                  |
| Hilda WONG    | (HiW)  | Manager – Industry<br>Development, Construction<br>Industry Council                        |
| LI Cheung-on* | (LCO)  | Trade Testing Superintendent<br>– Trade Testing, Construction<br>Industry Council          |
| Will KWOK     | (WK)   | Supervising Instructor – Trade<br>Testing, Construction Industry<br>Council                |
| Rex CHAM      | (RCm)  | Assistant Manager – Trade<br>Testing, Construction Industry<br>Council                     |
| CK CHAN       | (CKCH) | Assistant Manager – Trade<br>Testing (Safety Assessment),<br>Construction Industry Council |

|               |        |  |
|---------------|--------|--|
| Silas CHENG   | (SCG)  | Assistant Manager – Industry Development, Construction Safety, Construction Industry Council |
| David LEUNG   | (DdLg) | Assistant Manager – Collaboration Scheme, Construction Industry Council                      |
| Bosco LEUNG   | (BLG)  | Assistant Manager – Industry Development, Construction Industry Council                      |
| Nathaniel WOO | (NJW)  | Assistant Manager – Industry Development, Construction Industry Council                      |
| Joyce LEUNG   | (KYLg) | Senior Officer II – Industry Development, Construction Industry Council                      |

Apologies : Diana PANG (DiP)  
Andrew LEE (ALEE)  
Susanne WONG (PAS1) Principal Assistant Secretary (Works) 1, Development Bureau

\* attended the meeting online via Microsoft Teams

## **MINUTES**

### **Action**

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

As informed by the Electrical & Mechanical Services Department (EMSD), Mr. LAM Sam-ching, Joe would attend the meetings of the Committee on Repair, Maintenance, Alteration and Additional Works on behalf of EMSD, succeeding Mr. YEUNG Sau-kuen, Sammy.

### **2.1 Confirmation of Minutes of the Previous Meeting**

Members took note of the paper CIC/RMAA/M/001/23 and confirmed the minutes of the Meeting No. 001/23.

MINUTES

Action

**2.2 Matters Arising from the Last Meeting**

There were no matters arising from the last meeting.

**2.3 Progress Update on Sub-committees**

The Chairperson invited the Chairperson of each Sub-committee to brief Members on Paper CIC/RMAA/P/004/23 regarding the progress update on Sub-committees.

Sub-committee on Worker Training

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

During the online meeting with the Architectural Services Department (ArchSD) and the Development Bureau (DevB) on 24 April 2023, both parties provided initial support to the Certificate in Repair, Maintenance, Alteration and Addition (RMAA) courses, and the Intermediate Tradesman Collaborative Training Scheme (ITCTS). The discussion concluded that a CIC's message would be promoted among ArchSD and other Government departments, and distributed to the existing contractors, encouraging them to recruit graduates of the RMAA courses and ITCTS.

It was expected that support would be solicited from all Government departments, contractors, property management companies and other interested RMAA practitioners. The first draft of the message included three key points:

- Departments and organisations to employ graduates in their upcoming works and projects
- to allow graduates to participate in skillful works in specified RMAA trades
- recognise the qualification of the graduates in their ability to handle RMAA works

CIC Chairman and the Chairperson supported the above actions and expected that the promotions would cover safety awareness enhancement and multi-trade skills trainings of RMAA graduates.

The Secretariat made an initial contact with the Hong Kong Housing Society and scheduled a meeting to promote the graduates of the RMAA courses and ITCTS. Liaison with other organisations would also be made to promote the courses and the ITCTS.

The status of graduates and enrolment of the two Certificate in RMAA courses and ITCTS were listed below:

| Course<br>(as at 3 May)   | Number of<br>Graduates | Number of<br>Students | Number of<br>Applicants |
|---|------------------------|-----------------------|-------------------------|
| Building<br>Construction  | 49                     | 34                    | 33                      |
| Collaborative<br>Training Scheme<br>(Building<br>Construction)                  | 0                      | 0                     | 40                      |
| Electrical &<br>Mechanical<br>Engineering                                       | 20                     | 0                     | 22                      |
| Collaborative<br>Training Scheme<br>(Electrical &<br>Mechanical<br>Engineering) | 6                      | 1                     | 48                      |

| Course<br>(as at 31 March)  | Number of<br>Employment | Employment<br>Rate |
|---|-------------------------|--------------------|
| Building Construction   | 18/35                   | 51%                |
| Collaborative Training<br>Scheme (Building<br>Construction)               | N/A                     | N/A                |
| Electrical & Mechanical<br>Engineering                                    | 15/20                   | 75%                |
| Collaborative Training<br>Scheme (Electrical &<br>Mechanical Engineering) | N/A                     | N/A                |

The Chairperson believed that there was still room for additional courses and Collaborative Training Schemes to increase enrolment. CIC Chairman solicited the Committee Members to continue recruiting graduates, support and promote graduates of the RMAA courses and ITCTS.

YHH briefed Members on the progress update of the evening courses. Promotion materials for the evening courses would be

finalised in one week and distributed for promotion. The classes would then be launched starting in July.

**Sub-committee on Promotion and Education**

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

TLG briefed Members on RMAA's major promotional events. The Repair, Maintenance, Alteration and Addition (RMAA) Thematic Talks and Launching Ceremony on Construction Industry Integrity Charter 2.0 and Carnival, which was held from 31 March to 2 April 2023, concluded with success. On 31 March, the RMAA Thematic Talks and Launching Ceremony on Construction Industry Integrity Charter 2.0 attracted 140 guests and 845 real-time online viewers. At the Launching Ceremony on Construction Industry Integrity Charter 2.0, a total of 16 participating and supporting professional associations and organisations pledged to further promote and encourage the construction industry to implement the Integrity Management System, maintain and enhance the professionalism and integrity of the construction industry, and actively encourage organisations and company members to participate in the Construction Industry Integrity Charter 2.0.

Four guest speakers, a RMAA course graduate and representatives of company participated in the ITCTS were invited to share at the Talks. In addition, a Carnival was held at the CIC-Zero Carbon Park, which included booths of six supporting organisations and game booths for interaction with the public. iHub guided tour was also hosted on 1 April.

The booklets on promoting insurance knowledge / liability for RMAA works was published. The booklets would be distributed to the Owners' Corporations in all districts via the Home Affairs Department. The Chairperson mentioned that this booklet was jointly produced by CIC and the Hong Kong Federation of Insurers therefore the CIC logo should be added to the booklet.

**The  
Secretariat**

The RMAA's Continuing Professional Development (CPD) for the first quarter 2023 was completed on 31 March. Regarding the CPD for the second and third quarters, CIC would hold seminars on integrity with the Independent Commission Against Corruption (ICAC) in June and August. An initial plan to liaise with the Urban Renewal Authority to conduct a seminar on introducing Smart Tender is targeted for November.

TLG briefed Members on the RMAA awards. The Committee on Construction Business Development successfully held the triennial CIC Outstanding Contractor Award on 2 December 2021. The Committee on Construction Business Development initially agreed to add awards for the RMAA category. Details would be discussed at the meeting of the Committee on Construction Business Development. The next CIC Outstanding Contractor Award would tentatively be held in late 2024. Members agreed to add the award.

The Chairperson reminded the members of the Sub-committee on Promotion and Education to clearly identify the target audience of the promotional events to avoid deviation from its original targets.

#### Sub-committee on Standardisation

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

There are 61 minor works items under the Buildings Department's (BD) List of Class III Registered Minor Works Items (Appendix B). Following a preliminary analysis, four works items that are relatively simple and covered by the RMAA courses had been selected for discussion with BD. In addition, the Sub-committee would discuss the feasibility of setting up elective courses outside the RMAA courses. By taking elective courses to cover subjects outside their major studies, graduates would be able to partake in the work requirements of some of the BD's Class III Registered Minor Works, such as windows and window walls or curtain walls.

The Sub-committee also suggested that the Mandatory Window Inspection Scheme was a sector that required talents. Registering graduates as Qualified Persons could also be an agenda for discussion with BD.

The Chairperson suggested setting up elective courses outside the RMAA courses for students to choose additional courses of interest. Students could take elective courses to cover subjects outside their major studies and get articulation to works items' requirements under other Government departments (such as BD's Class III Registered Minor Works – windows and window walls or curtain walls).

OYL briefed Members on the progress update of the Registered Specialist Trade Contractors Scheme (RSTCS). Two new

designated trades would be added to the RSTCS: Building Maintenance and Interior Fitting-Out. These two designated trades would be divided into 3 categories for recognition and imposition of tender limits on subcontracts of contractors. The two new designated trades would be launched and open for application by the fourth quarter 2023. Each category would be evaluated based on 6 elements: safety, management, job experiences, execution, finance and integrity management.

Currently, about 1,600 registered subcontractors would be transferred to the newly established Registered Specialist Trade Contractors Scheme. The new system would minimize some of the shell corporations hidden in the list. Based on a preliminary estimation, 50-60% of the registered subcontractors would register with the Registered Specialist Trade Contractors Scheme – Building Maintenance and Interior Fitting-Out designated trades. The Chairperson aimed to set 60% of the registered subcontractor companies becoming Group 2 companies as the target and suggested setting the relevant Key Performance Indicator (KPI).

The Chairperson mentioned that the successful addition of Building Maintenance and Interior Fitting-Out to the RSTCS was only a start. The next step would be to promote RMAA graduates / workers under the Collaborative Training Scheme being more professional and safer than other workers to the property management companies with an aim that the property management companies and Owners' Corporations would choose CIC registered contractors when employing RMAA companies and employ RMAA graduates / Collaborative Training Scheme trainees.

Although the Joint Office for Investigation of Water Seepage Complaints set up by BD and the Food and Environmental Hygiene Department (Joint Office) had numerous professional waterproofing and water seepage information, their text-based layout made it difficult for public viewing. The Sub-committee would liaise with the Joint Office and explore the feasibility of jointly producing a new illustrated leaflet.

CIC Chairman mentioned that the public had pressing needs for matters relating to water seepage. The Sub-committee was suggested to explore setting up a telephone hotline to serve their needs.

The Home Repairs and Maintenance Guideline Issue 1



(Insurance), jointly produced with the Hong Kong Federation of Insurers, was completed on 31 March along with distribution. Issue 2 (Pre-Works Preparation, Employing Contractors, Works-in-Progress), and waterproofing and water seepage information booklet are targeted to finalise by the third quarter and publish by the fourth quarter 2023.

Apart from producing the leaflets and guidelines, the Chairperson mentioned that YouTube video clips should also be produced for promotion in estates.

**Sub-committee on Supervision Matters**

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

The Sub-committee on Supervision Matters suggested setting up regular meetings with the Property Management Services Authority (PMSA) for sharing property management experience and challenges, and promoting guidelines and reference materials issued by CIC. Based on initial discussion, issues to be explored were safety, integrity management, smart site management system, sustainability, licensing, code of conduct, etc. PMSA initially agreed and suggested a half-yearly meeting.

CIC Chairman suggested that CIC and PMSA organise a joint promotional event for the amended Code of Practice for Bamboo Scaffolding Safety in the end of the year. The event should be led by the Committee on RMAA with the assistance of other departments including the Committee on Construction Safety, Trade Testing, etc.

TLG briefed Members on events regarding integrity management in this year, including the Launching Ceremony on Construction Industry Integrity Charter 2.0 on 31 March; Building a Clean and Fair Construction Industry through Collaboration – Anti-Corruption Summit and Commitment to Action Agenda on 4 May; Introduction to Integrity Risk Management on 2 June; and the Integrity Criteria under RSTCS on 25 August.

The Chairperson mentioned that Members of the Sub-committee on Supervision should continue to report the number of participating companies for the Construction Industry Integrity Charter 2.0 and continue to enhance the integrity and reputation of the entire industry.

**The  
Secretariat**



## **2.4 The Aspiration to Work for Students of the Certificate in RMAA courses**

YHH briefed Members on Paper CIC/RMAA/P/005/23 regarding the aspiration to work in the construction industry for students of the Certificate in RMAA courses, and revision of the subsidy amount.

YHH reported to Members regarding the RMAA courses. To encourage students to join the construction industry upon graduation, the Hong Kong Institute of Construction (HKIC) suggested to retain part of the subsidies during the course and reimbursed it to the graduates after they have been employed in the construction industry for three consecutive months after graduation. The two proposals were A) retaining HK\$1,200 subsidy each month, and B) retaining HK\$2,400 subsidy each month.

CTN commented that the current employment status of the RMAA (Building) courses were unacceptable and pointed out that HKIC should also monitor the impact of the proposals and make further adjustments when necessary.

YHH reported to Members regarding the progress update of the modular courses. To encourage students to join the industry and continue studying the modules, the tuition fee for the first module would be fully reimbursed when the student completed the first module and applied for the second module.

Members agreed with this suggestion and approved to adjust the subsidy amount under proposal A (i.e. retaining HK\$1,200 each month) on a majority vote.

## **2.5 Tender Recommendation for Provision of Consultancy Service on RMAA Market Study**

TLG briefed Members on Paper CIC/RMAA/P/006/23 regarding the tender recommendation for provision of consultancy service on RMAA market study.

CIC received a total of 2 proposals on the quotation closing date, with both quotations exceeding the upper limit of HK\$1,300,000 for the Request for Proposal procedure. According to CIC's procurement procedure, the consultancy study service would then be proceeded by tender.



The tender procedure would adopt an open and selective tendering mechanism with an aim to attract and invite more appropriate consultants to submit tenders. The awarded consultancy study service contract could apply the cross-year budget, leaving some budget available for other projects in 2023.

Members agreed with this recommendation and approved to proceed with the tender procedure for the above mentioned RMAA market study consultancy service.

## **2.6 Any Other Business**

CIC Chairman suggested to create a professional RMAA mascot to enhance public perception and establish a strong presence for the RMAA sector.

The Chairperson suggested revising the English name of the Committee on Repair, Maintenance, Alteration and Additional Works to Committee on Repair, Maintenance, Alteration and Addition. Members agreed with this suggestion and approved to proceed with the above-mentioned revision.

TLG briefed the Members about the Environmental Protection Department's (EPD) proposed revision on the current Noise Control Ordinance which aimed to strengthen controls on domestic noise. CIC forwarded the industry response gathered to EPD.

IK made briefings regarding the two assessment criteria for truss-out scaffolder safety training: assessment on technical knowledge and practical assessment. Three new elements were added to the scope of assessments: pre-test risk assessment, pre-construction site protection measures, review of completed work and rectification before delivery (pre-delivery).

Application fee would be fully refundable for applicants who successfully applied for the Advanced Level or Intermediate Level Truss-out Scaffolder Safety Training from 1 February to 31 July 2023, upon completion of the safety training before 31 December 2023 with a pass for both the written test and practical assessment.

IK reported that the Labour Department would revise the current code of practice by the fourth quarter 2023, where truss-out scaffolders would be required to hold truss-out scaffolding

safety training certificate. According to the current information, the new code of practice would be immediately effective from the launch date, with no grace period.

The Chairperson suggested that the Sub-committee on Promotion and Education, and the Trade Testing Centre should jointly promote the new safety trainings.

The Chairperson mentioned that the Trade Testing department should report the number of applications and qualified applicants at the next meeting. **The Secretariat**

## **2.7 Next Meeting**

The next meeting was scheduled for 10 August 2023 (Thursday) at 2:30pm at Board Room, 29/F, Tower 2, Enterprise Square Five (MegaBox), 38 Wang Chiu Road, Kowloon Bay. **All to Note**

There being no other business, the meeting was adjourned at 4:30 pm.

**CIC Secretariat  
May 2023**