

Construction Industry Council

Construction Industry Training Board

Meeting No. 006/23 of Construction Industry Training Board (CITB) was held on 8 November 2023 (Wednesday) at 9:30 am at the Star Chamber, 4/F, Kowloon Bay Campus, Hong Kong Institute of Construction, 44 Tai Yip Street, Kowloon Bay, Hong Kong.

Present:	Eddie LAM	(ELM)	Chairperson	
	CHAN Lok-chai	(CLCn)		
	CHOW Luen-kiu	(LKC)		
	Conrad FUNG	(KKF)		
	HUANG Yongquan	(YQH)		
	LO LEE Oi-lin	(OLLL)		
	William LUK	(WmL)		
	Staw WONG	(SwW)		
	WONG Ping	(PWG)		
	Alfred CHAN	(AdCn)		Representing Ms. Pamela LAM, Development Bureau
	NG Ho-wang	(VNg)		
In Attendance:	Keith CHU*	(KCu)	Development Bureau	
	Ringo SHEA	(RSh)	Hong Kong Federation of Electrical and Mechanical Contractors	
	Thomas HO	(TH)	Chairman, Construction Industry Council	
	Charles HO	(CHLC)	Assistant Director – Training	
	Rebecca CHOI	(RaC)	Assistant Director – Qualification & Quality Control	
	William HO	(YHH)	Head of Certificate Training	
	William THONG	(WTg)	Head of Diploma & Machinery Training	
	Ivan KO	(IK)	Senior Manager – Trade Testing	
	Ron NG*	(RNCw)	Principal – School of Professional Development in Construction (Acting)	
	Roy WONG	(RyW)	Manager – Career Support Services	
	Priscilla TAM	(PTm)	Senior Manager – Student Affairs	
Formula CHEN	(FMC)	Assistant Manager – Board Services & Administration Support		

Apologies: Bernard Vincent (BVL)
LIM
Lawrence NG (LN)
Daniel YAN (DY)

* Attended the meeting via video conference.

Minutes

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6.1 Confirmation of the Minutes of the Previous Meeting

Members took note of Paper CIC/CTB/M/005/23, and confirmed the minutes of the meeting No. 005/23 held on 13 September 2023.

6.2 Matters Arising from the Previous Meeting

Item 5.2 – Report and Recommendations of Sub-committee on Ethnic Minorities in Construction

Hong Kong Institute of Construction (HKIC) had invited the Pakistan GBA Chamber of Commerce Hong Kong and the Council of Hong Kong Indian Associations to visit the training facilities, and replies from relevant organisations were awaited. Besides, the Collaboration Scheme Department promoted the Collaborative Training Scheme through multi-pronged approach to drive employers to recruit Ethnic Minorities (EM) and attract EM to join the industry. The Chairperson understood that HKIC had dedicated much efforts in attracting EM to join the industry, and would like to know the upcoming relevant work plans. The Management were requested to develop an action plan with timeline accordingly.

YHH

Item 5.2 – Enhancement on the Payment Arrangements of Bonus for Skill Enhancement Courses (General Workers to Intermediate Tradesman)

CITB approved the enhancement on the payment arrangements of bonus for Skill Enhancement Courses (General Workers to Intermediate Tradesman) by circulation on 27 October 2023 (Paper: CIC/CTB/P/063/23).

Item 5.6 – Proposed Enhancement on the Approval Mechanism for New Collaborative Training Organisations and New Training Venues

Relevant training organisations had signed and returned the person-in-charge declaration section of the application form.

Item 5.19 – Waiting Time and Data for Trade Tests

Hong Kong Construction Industry Trade Testing Centre

(HKCITTC) would report the waiting status of trade tests to CITB.

6.3 Appointment of Members to the Hong Kong Institute of Construction Management Board (HKICMB) and Directors to the Hong Kong Institute of Construction

Members took note of Paper CIC/CTB/P/064/23, and endorsed the following proposals:

- (a) To reappoint Mrs. LO LEE Oi-lin as the Chairperson of the HKICMB until 31 December 2025;
- (b) To reappoint Ir Thomas HO On-sing as a Member of the HKICMB until 31 December 2025;
- (c) Ir Ringo SHEA, Consultant of the HKICMB, to take over the position of Ir YU Sai-yen and become a Member of the HKICMB, with the term of office running from 1 January 2024 to 31 December 2025;
- (d) Mrs. Susanne WONG, Principal Assistant Secretary (Works) 1, to represent the Development Bureau (DEVB) as a Member of HKICMB since 9 November 2023, and continue the original term of office of the DEVB representative until 31 December 2024; and
- (e) To reappoint Ir Thomas HO On-sing (Chairperson of the Board of Director), Mrs. LO LEE Oi-lin and Ir Albert CHENG as directors of Hong Kong Institute of Construction until 31 December 2025.

6.4 Proposed Chairperson and Membership of Trade Advisory Panels (TAP) for 2024-2025 (for approval)

Members took note of Paper CIC/CTB/P/065/23, and approved suggestions on the membership and the Chairpersons of the Trade Advisory Panels for year 2024-2025, with the term of office running from 1 January 2024 to 31 December 2025.

CIC Chairman enquired about the need for setting up TAP working guidelines and how TAP could strive for excellence. The Chairperson of Sub-committee on Trade Testing (TT Sub-committee) responded that TAP currently holds four meetings and visits to training and trade testing facilities a year. Any areas for improvement identified would be discussed immediately. The safety facilities at HKIC training grounds and the application of Building Information Modelling (BIM) had seen considerable improvements. The Chairperson of TT Sub-committee said that HKIC would endeavor to upgrade its facilities in accordance with

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the views of TAP. However, the addition of new facilities had to proceed in line with the CIC financial budget and procurement procedures. Immediate action could not be taken. Members of TAP came from different fields including employers, representatives from trade unions, senior craftsmen, management, members of professional institutions, outstanding alumni, young people and apprentices of the industry, with a view to providing more comprehensive views on the programmes and trade tests. TAP had finished reviewing the programmes, trade tests and related safety elements, with the reports submitted. Relevant matters would continue to be followed up at each meeting. Separately, TT Sub-committee also kept close contact with TAP. The Chairperson of TT Sub-committee would meet with the Chairpersons of 19 TAP while Members of TT Sub-committee would attend some TAP meetings.

CIC Chairman enquired how the Smart Site Safety System (4S) elements could be incorporated into the contents of the programmes. The Chairperson of TT Sub-committee responded that TAP would discuss improvement measures at meetings to address the construction accidents. The Chairperson stated that the future training direction of HKIC was to incorporate safety elements into the programmes, e.g. the safety issues encountered at work for each work trade and the corresponding measures. The industry should also come to a consensus that safety trainings for workers could not rely solely on the Mandatory Safety Training Courses (Green Card). A Member pointed out that many accidents involved work-at-height. He agreed that relevant safety elements should be incorporated into the teaching materials of full-time short programmes in the future, and safety elements should be emphasized at the beginning of the term. RaC responded that HKIC had finished assessing eight full-time short programmes earlier. In enhancing those eight programmes, HKIC put extra emphasis on safety, environmental protection and the application of construction technology. Relevant teaching materials had been submitted to Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ), which found them satisfactory. Upon accreditation, HKIC would gradually incorporate relevant elements into other full-time short programmes.

A Member opined that spending ten minutes to review the safety measures before work every day could help minimize the occurrence of accidents. Alternatively, the link-up between safety performance and qualifications for registration could be considered. The Chairperson responded that most construction sites had briefings before work, and such practice should continue

to be encouraged. However, if safety performance were to be linked up with qualifications for registration, co-operation from various parties would be required. CIC Chairman responded that linking up safety performance with qualifications for registration had limited impact as many accidents were due to lack of dynamic risk assessment prior to work. A Member indicated that site safety mainly involved two factors including the proportion of semi-skilled workers and skilled workers; and site supervisors had to follow the check point system, ensuring that each job was finished with the required standard before proceeding to the next procedure.

6.5 Suggestions on Approval Mechanism and Performance Review Mechanism for Collaboration Organisations (Employers) under the Intermediate Tradesman Collaborative Training Scheme (ITCTS) (for approval)

Members took note of Paper CIC/CTB/P/066/23.

The Chairperson proposed that in case the organisations of Category 1 withdrew from ITCTS, there was no need to recover the administration fee issued. On one hand, the relevant organisations had participated in the recruitment activities and part of the administrative work; on the other hand, it would reduce HKIC's administrative work. Members also supported the suggestion.

The DEVB representative enquired that if organisations participate in Category 1 in different periods, how could HKIC assess their performance every six months according to the proposed mechanism. RaC responded that HKIC would introduce a contractual arrangement with Category 1 organisations. Therefore, the performance of the organisations would be reviewed six months later in accordance with their participating date. In addition, HKIC would summarize the utilization of ITCTS training quotas and submit a report, including the overall performance of all the organisations.

The Chairperson stated that the members of Hong Kong Construction Association (HKCA) were all contractors, whose projects recruited hundreds of ITCTS students via sub-contractors every year. The Chairperson enquired whether the contractors could refer students to HKIC via HKCA and receive referral fees. RaC replied in the affirmative.

After deliberation, Members approved the suggestions on approval mechanism and performance review mechanism for ITCTS collaboration organisations (employers).

6.6 Progress Report on the Four Pillars of the Development Blueprint for Manpower Training of the Construction Industry (for information)

Members took note of Paper CIC/CTB/P/067/23, and noted the follow-up work of the key items of four areas (four pillars) of HKIC including Trade Skills Development; Professional Development; New Technology/ Modern Methods of Construction (MMC)/ Modern Construction Management and Sustainability; and Construction Safety.

CIC Chairman enquired the progress of the new part-time Diploma in Construction for Specialist Trades Management (Site Supervisory Personnel Programme). RaC said that HKIC had launched nine Site Supervisory Personnel Programmes, with three classes held so far. A new programme on Plumbing was in the pipeline. HKIC would keep close contact with staff responsible for the Registered Specialist Trade Contractors Scheme (RSTCS) and launch new Site Supervisory Personnel Programmes in due course. Employer referral was required for application to the programme and the current application status was unsatisfactory. CIC Chairman asked Members to continue to recommend the programme to Site Supervisory Personnel and asked HKIC to develop a roadmap for it.

RaC

A Member recommended considering to waive the tuition fee. For students who had completed safety courses, their credits for relevant safety modules could also be exempted. Another Member suggested that if a work trade was to be upgraded as a designated trade under RSTCS, a new term could be added to require the Site Supervisory Personnel of the relevant work trade to enroll in the programme. RaC mentioned that graduates of the first two classes of the Site Supervisory Personnel programme for each work trade could apply for reimbursement of the tuition fee. HKIC would review the tuition fee. RaC expressed that as the programme relied on the support of employers, she agreed that linking up the programme with the registration terms under RSTCS would help drive Site Supervisory Personnel to enroll in the programme. HKIC would explore the matter with relevant departments of CIC.

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CIC Chairman enquired the application status of the "first-hire-then-train" Safety Officer course. RaC responded that 13 applications had been received so far and another 6 applications had not yet submitted all the required documents. Labour Department had specific requirements for Safety Officer. In order to attract young people without experience in the construction industry and help them complete the course, the whole programme had a foundation section which offered basic safety and construction work knowledge. CIC Chairman and the Chairperson appealed to Members to actively recommend young people to enroll in the course.

CIC Chairman mentioned that CIC had completed a safety culture study tour in Japan earlier, and Mr. Tony LAM or other management staff who had participated in the study tour could be invited to share at HKICMB meeting. PTm was invited to give a sharing at that meeting. PTm expressed that the construction sites in Japan had morning assembly before work every day, which focus on the handover and risks of each task. The middle management prepared the contents of morning assembly for the next day after the work of the previous day. New workers would be introduced in the morning assembly so that other workers would get to know them and take care of them. All workers wore safety harness to cross a bridge. Workers encouraged each other, checked the safety equipment of their working partner to confirm that sufficient safety measures were taken. These practices were repeated day to day to make it as muscle memory, which was indeed worth learning for HKIC. In addition, as Japan was located in the earthquake zone, the Japanese had a higher safety awareness. The promotion of safety culture was very important.

Tony LAM

CIC Chairman pointed out that the construction sites of Japan conducted dynamic risk assessment every day. The Executive Director mentioned that HKIC could make reference to the morning assembly in Japan and made short videos for sharing with the industry, hoping that the industry would follow suit. A Member agreed on the implementation of the above measures. However, he believed that the above measures alone could become a mere formality. He added that the environment of the construction sites in Japan were better, for example they had changing rooms. A good site environment and safety culture rely on the co-operation of various parties and government policy.

Another Member shared that there were large danger signs at the entrances of the construction sites in United Kingdom to remind

people to pay attention to safety when entering the site. For some small sites that might not have enough space for a bridge, the danger signs would be erected as warning signals.

6.7 ★Summary Report of the 4th Meeting of Hong Kong Institute of Construction Management Board for 2023 (for information)

Members took note of Paper *CIC/CTB/P/068/23* with no further comments.

6.8 ★Summary Report of the 4th Meeting of Sub-committee on Trade Testing for 2023 (for information)

Members took note of Paper *CIC/CTB/P/069/23* with no further comments.

6.9 ★Summary Report of the 4th Meeting of Sub-committee on Construction Industry Council Approved Technical Talents Training Programmes and Collaborative Training Schemes for 2023 (For information)

Members took note of Paper *CIC/CTB/P/070/23* with no further comments.

6.10 ★Training Figures of Hong Kong Institute of Construction (for information)

Members took note of Paper *CIC/CTB/P/071/23* with no further comments.

6.11 ★Table on Estimated Waiting Time for Full-time Short Programmes with Proposed Actions for Enhancement (for information)

Members took note of Paper *CIC/CTB/P/072/23* with no further comments.

6.12 ★Statistical Data and Progress Report for Enhancement of Construction Industry Council Approved Technical Talents Training Programmes (For information)

Members took note of Paper *CIC/CTB/P/073/23* with no further comments.

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

Members took note of Paper *CIC/CTB/P/074/23* with no further comments.

6.14 ★Table on Waiting Time and Data for Trade Tests with Proposed Actions for Enhancement (for information)

Members took note of Paper *CIC/CTB/P/075/23* with no further comments.

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

Members took note of Paper *CIC/CTB/P/076/23* with no further comments.

6.16 Any Other Business

Progress Report on Key Performance Indicators (KPI)

CHLC reported to Members on the KPI progress of HKIC and Trade Testing. For the arrangement of the HKIC annual report, after considering the resources for production of the report, the Management recommended to print the HKIC Achievement Report for the past five years in 2024 instead. The Report would then be printed once every five years. Members initially agreed that the plan was feasible but proposed to discuss and resolve the matter in the HKICMB meeting.

HKIC Key Tasks Related to the Chief Executive's 2023 Policy Address

RaC reported to Members on the key tasks of HKIC related to the 2023 Policy Address including provision of a minimum target of about 12,000 training places each academic year, promotion of multi-skills, launch of “Smart Site Safety System” programme and industry promotions. Members supported HKIC’s relevant key actions.

Membership of Task Force on CIC Manpower Forecasting Model Updating and Enhancement Study (the Task Force)

Members noted that Mr. CHAN Ngai-kit, the representative from

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the Hong Kong Federation of Electrical and Mechanical Contractors Limited, resigned for personal reasons, and approved the Federation's nomination of Mr. CHENG Tak-man to the Task Force with the terms of office until 30 June 2025.

Meeting Schedule for 2024

Members took note of the CITB meeting schedule for 2024.

6.17 Tentative Date of Next Meeting No. 001/24

The next meeting was scheduled for 10 January 2024 (Wednesday) at 9:30am at the Star Chamber, 4/F, Kowloon Bay Campus, Hong Kong Institute of Construction, 44 Tai Yip Street, Kowloon Bay, Hong Kong.

**CITB Secretariat
November 2023**