

Construction Industry Council
1st Progress Report of Committee on
Construction Industry Training Board

DRAFT

Purpose

This paper sets out the main points discussed at the 1st Meeting of the Committee on Construction Industry Training Board held on 15 January 2008. The record of attendance is at Annex A.

Issues Discussed

A. Terms of Reference and Membership

2. Members noted the chairman and membership of the Construction Industry Training Board (CITB), which had been endorsed by the Construction Industry Council (CIC), as well as its terms of reference and term of office.

B. Meeting Proceedings and Standing Orders

3. The Board agreed that the meeting proceedings as stipulated in Schedule 4 of the CIC Ordinance should be adopted as the Standing Orders of CITB. As regards the four rules concerning meeting proceedings adopted by the former Construction Industry Training Authority (CITA), it was agreed that they could be included in the standing orders but the names of the committees should be amended accordingly. Besides, the Board had deliberated on the transaction of business by circulation of papers, including the timeline for responses and the valid number of respondents. The Board also agreed to follow the practice currently adopted by the CIC that progress reports would be submitted instead of meeting minutes. The corresponding changes to the orders are as follows:

- i) The secretary should send notices of meetings to each member at least 14 days prior to the date of the meeting. Under emergency circumstances, the Chairman may stipulate a shorter period of notice.

- ii) The Chairman shall, if requested by notice in writing signed by not less than 4 members of CITB, convene a meeting within 14 days of that notice.
- iii) The CITB may transact its business by the circulation of papers or by email, members should reply in writing within 7 days after the dispatch of the documents. A reply sent by post or by hand, or a facsimile or electronically transmitted reply is to be regarded as signed by that member. The effective valid number of respondents should be 6 or more. A resolution approved in writing by a majority of the members who respond shall be as valid and effective as if it has been passed at a meeting by the votes of the members.
- iv) The discussion at the meeting would be recorded in the form of a progress report (in both Chinese and English) for submission to the CIC.

C. Proposed Sub-committee Structure for CITB

4. The Board noted the proposed sub-committee structure for CITB which had been endorsed by the CIC. It was agreed that each member should serve on not more than two sub-committees. Members were requested to return to the Secretariat the proforma regarding their selection of sub-committees they wished to join at the meeting or as soon as possible after the meeting. The preliminary list of each sub-committee would be perused by the CITB Chairman, who may consult the members concerned if necessary prior to the confirmation of the membership of the sub-committees. The Chairman of each sub-committee would be elected by its members. When elected as Chairman of the sub-committee, a member could opt to serve only one sub-committee if deemed appropriate. The Board also agreed that the sub-committee should avoid forming working groups under it at this stage, and that working group could be formed in future on a need basis to handle special tasks or training courses.

5. The Board agreed that stakeholders of the industry could be invited to join the sub-committees as co-opted members for collecting views and opinions from the industry. Nominations of co-opted members could be proposed by the sub-committees. The Board also resolved that co-opted members should

not have any voting right, and that they would only be invited by the sub-committee to attend its meeting on a need basis in respect of issues relating to their skills and expertise. The Board agreed that the CITB was now given more flexibility and liberty in its work and it could play a leader role, helping to formulate a proactive and long-sighted training policy for the industry.

D. Declaration of Personal Interest

6. The Board noted the system relating to the disclosure of members' direct or indirect pecuniary interest as endorsed by the CIC; and that the system would apply to all members of CIC and as well as members and co-opted members of the its committees and sub-committees.

7. In view of the fact that the system would also apply to the co-opted members of sub-committees, the Board recommended that the Chairman of each sub-committee should brief the new co-opted members about the system and the arrangement of declaration of their personal interests at their meeting.

E. Code of Conduct for Members of CIC

8. The Board noted the code of conduct which should be abided by all members, including members of CIC and members/co-opted members of its Committees and Sub-committees.

F. Proposed Major Tasks of CICTA in 2008

9. The Board noted the proposed major tasks of the Construction Industry Council Training Academy (CICTA) in the year 2008.

10. The Board agreed to form a Sub-committee on Audit comprising of a few CITB Members. Members would be invited to join this Sub-committee by the Secretariat later.

[Post-meeting note: Members' views were sought by e-mails or phone calls if they would like to join the Sub-committee on Audit or not after the meeting.]

11. In response to DEVB's proposal for strengthening the vocational training for ethnic minorities, the Board agreed to consider whether there are

training courses suitable for their needs and whether a mechanism can be devised for organizing these courses for ethnic minorities when the number of persons intending to enroll reach certain thresholds. The Board also pointed out that when providing vocational training for the ethnic minorities, it was necessary to consider the actual situation of the working environment when they joined the industry after graduation.

12. As regards the feasibility study of taking up the provision of construction related E&M trade tests by CICTA, the Board opined that with the transfer of functions like finance and levy to CIC, CICTA could focus its efforts on the provision of training and trade testing and the timing also allowed it to get prepared for the work. Thus, CICTA could make proposal once the results of the said study became available.

13. As regards the future direction of CICTA, the Board opined that there was much scope for development for CICTA as compared with the past, for instance CICTA could provide the construction industry with consultancy services, bring in advanced technology, strengthen the training courses in civil engineering, partner with major employers in providing training on specialized trades and skills, accredit providers of safety training courses and so on. However, on the promotion of technology transfer and exchange between the Mainland and Hong Kong, there was expressed concern over the impact on the employment of local workers. However, it was considered that CIC would give the green light if the proposals made by CITB were progressive, innovative and in line with the interests of the industry and the community.

G. Manpower Survey for Construction Industry of Hong Kong

14. The Board noted the progress of the work of the Committee on Manpower Training and Development (CMTD) in establishing a reusable manpower research model to forecast the demand and supply of site supervisors/technicians and workers arising from infrastructure and maintenance projects.

Any Other Business

15. As regards the issue of inviting senior staff of CICTA to attend the Board meetings as observers, the Board agreed that the Director (Training) could propose the senior staff to attend for the discussion of specified items as

and when necessary.

Further actions

16. The following further actions were agreed –
- (a) the addition of 4 more rules, which were adopted by the former CITA and had to be appropriately revised and supplemented, to the proceedings of the Board as set out in Schedule 4 of the CIC Ordinance;
 - (b) members of the sub-committees under the Board had to elect the chairmen among themselves and invite suitable persons to serve as co-opted members;
 - (c) the establishment of a Sub-committee on Audit to steer the Audit Department to be set up by the CICTA.

CITB Secretariat
January 2008

Committee on Construction Industry Training Board
1st Meeting held on 15 January 2008 at 2:00 p.m.
in Conference Room, 7/F, Management Training & Trade Testing Centre

Record of attendance

Present

Mr. Billy Wong	Chairman
Dr. Lawrence Chan	
Mr. Cheung Tak-hing	
Mr. Donald Choi	
Mr. Paul Chong	
Mr. Chow Luen-kiu	
Mr. Thomas Ho	
Ir Helen Kwan	
Mr. Tong Sek-por, David	
Mr. Jimmy Tse	
Mr. Tso Sing-hin	
Mr. Wan Koon-sun	
Ir Yu Sai-yen	

In Attendance

Mr. K.H. Tao	Chief Assistant Secretary for Development (Works) 1
Mr. Charles Wong	Executive Director (Acting) Construction Industry Council
Mrs. Sophie Leung	Secretary Construction Industry Training Board
Mrs. Shirley Lam	Assistant Secretary Construction Industry Training Board