

## **TERMS OF REFERENCE FOR THE CITP COMMITTEES**

### **1. Name of Committee**

CITP Initiative Working Group on Industrialised Building System

### **2. Reference Code of Committee**

CITP-IWG10/P3-IBS

### **3. Objective of Committee**

The objectives of the committee are as follows:

- 3.1. To steer the implementation of IBS Initiatives as prescribed under Initiative P3 of CITP including interfacing between public and private sector
- 3.2. To address CITP implementation roadblocks or challenges under Initiative P3 of CITP
- 3.3. To strive in achieving the implementation target (KPIs) as specified under Initiative P3 of CITP

### **4. Scope of Committee**

All matters related to Initiative P3a, P3b & P3c that are to drive scale of IBS adoption via public and private sector projects as well as to propel IBS supply chain via economic mechanisms

### **5. Abbreviation**

AG	:	Auditor General
CIDB	:	Construction Industry Development Board.
CITP	:	Construction Industry Transformation Program
CITP-IWG	:	CITP Initiative Working Group
IBS	:	Industrialised Building System
KPI	:	Key Performance Indicator
MOF	:	Ministry Of Finance
PAP	:	Pre-approved Plans
TOR	:	Terms of Reference
PPK	:	Pekeliling Perbendaharaan Kerajaan
PMO	:	Programme Management Office

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### **6. Definition**

- Initiative Owners : CIDB division/unit heads responsible to implement and manage the relevant CITP Initiatives
- Initiative Sponsors : CIDB sector heads responsible to oversee the implementation of the relevant CITP Initiative
- Thrust Sponsors : CIDB sector heads responsible to report on the progress of the thrust outcome to the relevant CITP Thrust Working Group

### **7. Roles and Responsibilities**

- 7.1. Provide oversight on the implementation of Initiative P3
- 7.2. Assign members to monitor / support specific sub-activities as and when required
- 7.3. Jointly facilitate implementation delivery of Initiative P3
- 7.4. Monitor the overall Initiative P3 progress towards milestones
- 7.5. Enhance cooperation and coordination; identify and recommend appropriate partners / stakeholders for Initiative P3 as and when required
- 7.6. Review issues and risks in implementation and resolve where possible
- 7.7. Provide guidance on next steps for successful Initiative P3 implementation
- 7.8. Progressively review implementation activities and timeline in consultation with Initiative P3 sponsor and owner as and when required
- 7.9. Escalate unresolved issues and risks to CITP Thrust Working Group / PMO in a timely manner
- 7.10. Ensure the delivery of Initiative P3 outcomes within the agreed timeline.

### **8. Key Performance Indicators (KPIs)**

The KPIs of the committee shall be :

- |            |   |
|------------|---|
| KPI P3-060 | 2 reports annually on status of IBS adoption, submitted by Implementation Coordination Unit (ICU-JPM) to Ministry of Finance (MOF) and Auditor General (AG) for action on non-compliance beginning 2016 |
| KPI P3-061 | All JKR Pre-Approved Plans (PAPs) comply to IBS and Modular Coordination by 2017  |
| KPI P3-062 | All JKR and CIDB's IBS components catalogue harmonised and issued by 2017   |
| KPI P3-063 | 80% compliance to amended MOF Circular 1 PPK 1/2013 by 2018   |
| KPI P3-064 | 100% new Development Order in Greater Klang Valley for projects RM50 Mn and above achieved minimum 50 IBS Score by 2018   |
| KPI P3-065 | 100% new Development Order by identified local authorities in three states (Selangor, Johor & Pulau Pinang) for projects RM50Mn and above achieved minimum 50 IBS Score by 2020                         |
| KPI P3-066 | At least 100 more new IBS component manufacturing plants established at various strategic locations by 2020   |

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KPI P3-067	At least 5,000 professionals (engineers, architects & quantity surveyors) trained to apply IBS and modular coordination from design phase by 2020
KPI P3-068	At least two economic mechanisms to propel adoption of IBS introduced by 2017

### **9. Designated Chairman**

Chairman	:	Dato' Azman Mahmud Chief Executive Officer, MIDA
Deputy Chairman	:	Datuk Awang Buhtamam Awang Mahmud CIDB Board Member

### **10. Membership of Committee**

- 10.1 Refer to **Appendix A** for list of appointed committee members.
- 10.2 Appointed committee members shall personally attend committee meetings and shall not send representatives or alternate members.
- 10.3 Appointed committee members may make recommendations to appoint co-opted members from any organization or any person should they think the co-opted members can contribute or give expert opinion on specific issues. The appointment of this co-opted member shall be temporary in nature for the purpose they were appointed.
- 10.4 In the event that the chairman and co-chairman is not available for meetings, the committee shall nominate a member from the quorum to chair the said meeting.

### **11. Duration of Membership**

The duration of membership is for a period of 2 years effective from the date of appointment.

### **12. Meetings**

- 12.1. Notification of meeting shall be issued via fax/ email/ letter or any other means of communication at least one (1) week prior to the meeting.
- 12.2. Frequency of the meeting shall be at least twice a year
- 12.3. The chairman/co-chairman and not less than half of total members shall constitute the quorum.

### **13. Honorarium**

Chairman	:	RM600.00 per meeting
Members	:	RM400.00 per meeting

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**14. Expenses**

Members travelling expenses for transportation and accommodation will be borne by CIDB in accordance with current procedures.

**15. Minutes of Meeting**

Minutes of meeting will be prepared by the secretary appointed by the committee and circulated within 7 working days from the date of the meeting.

**16. Vacancy**

In the event of a vacancy among the members of a committee, the vacancy shall be filled by a person appointed in the same manner as the previous committee member.

**17. Termination of Membership**

A member will be dismissed automatically from the committee if:

17.1. the member fails to attend the committee meetings three consecutive times without leave of the Chairman;

17.2. the member no longer serves the organization of which he is representing;

**18. Dissolution of Committees**

The committee will become automatically dissolved upon the completion of the CITP.

**19. Confidentiality**

All information shared and discussed during the CITP committees are confidential and shall never be disclosed to third parties in any manner without prior consent of the committee's Chairman.

**20. Initiative Sponsor**

Datuk Ir. Elias Ismail  
Senior General Manager  
CIDB Malaysia

**21. Initiative Owner**

Ahmad Farrin Mokhtar  
General Manager  
CIDB Malaysia

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**22. Secretariat**

IBS & Mechanisation Division  
CIDB Malaysia  
IBS Centre Office, Block E  
Jalan Chan Sow Lin  
55200 Kuala Lumpur  
Tel : 03-9281 6909  
Fax : 03-9281 5840  
Email : [iwg10@cidb.gov.my](mailto:iwg10@cidb.gov.my)

Refer to **Appendix B** for duties of secretariat

**23. CITP Programme Management Department**

Director  
CITP Programme Management Department  
CIDB Malaysia  
Level 24, Menara Dato Onn  
PWTC, Kuala Lumpur  
Tel : 03-4047 7216  
Fax : 03-4047 7140  
Email : [pmo@cidb.gov.my](mailto:pmo@cidb.gov.my)  
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