

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

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

CITP Initiative Working Group on Building Information Modeling

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

CITP-IWG11/P4a&P4b-BIM

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

The objectives of the committee are as follows:

- 3.1 To steer the implementation of BIM initiatives as prescribed under Initiative P4a&P4b of CITP
- 3.2 To address CITP implementation roadblocks or challenges under Initiative P4a&P4b of CITP
- 3.3 To strive in achieving the implementation target (KPIs) as specified under Initiative P4a&P4b of CITP

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

All matters related to Initiative P4a&P4b of CITP that are to facilitate BIM adoption in construction industry via regulation and establish reference centre to support the development and adoption of BIM and modern methods

### **5. Abbreviation**

BIM	:	Building Information Modeling
CIDB	:	Construction Industry Development Board.
CITP	:	Construction Industry Transformation Program
CITP-IWG	:	CITP Initiative Working Group
IBS	:	Industrialised Building System
PMO	:	Programme Management Office
TOR	:	Terms of Reference

### **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

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

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

- 7.1 Provide oversight on the implementation of Initiatives P4a&4b
- 7.2 Assign members to monitor / support specific sub-activities as and when required
- 7.3 Jointly facilitate implementation delivery of Initiatives P4a&4b
- 7.4 Monitor the overall initiative progress towards milestones
- 7.5 Enhance cooperation and coordination; identify and recommend appropriate partners / stakeholders for Initiatives P4a&4b 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 Initiatives P4a&4b implementation
- 7.8 Progressively review implementation activities and timeline in consultation with Initiatives P4a&4b 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 Initiatives P4a&4b outcomes within the agreed timeline.

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

The KPIs of the committee shall be:

KPI P4-069	40% of public project above RM100Mn use BIM Level 2 by Q1 2019
KPI P4-070	BIM Object Library developed by Q1 2017
KPI P4-071	1000 BIM Personnel Trained And Certified by Q4 2018
KPI P4-072	BIM Submission using 4 pilot projects for 4 selected PBT by Q1 2020
KPI P4-073	5 Public Pilot Project Use BIM Level 3 by Q3 2020
KPI P4-074	MyBIM Centre established by Q2 2016
KPI P4-075	Online Reference Center established by Q4 2017

### **9. Designated Chairman**

Chairman	:	Dato' Sri Zohari Haji Akob Ketua Setiausaha, Kementerian Kerja Raya
Deputy Chairman	:	Datuk Matthew Tee Kai Woon Group Executive Director, Bina Puri Holdings Berhad

### **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-

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

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 meetings 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

### **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.

**TERMS OF REFERENCE  
FOR THE CITP COMMITTEES**

**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

**22. Secretariat**

Construction IT Division  
CIDB Malaysia  
Tingkat 23, Sunway Putra Tower  
No. 100, Jalan Putra  
50350 Kuala Lumpur  
Tel : 03-4047 7505  
Fax : 03-4047 7555  
Email : iwg11@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  
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