

TERMS OF REFERENCE FOR THE CITP COMMITTEES

1. Name of Committee

CITP Initiative Working Group on National Construction Cost Centre

2. Reference Code of Committee

CITP-IWG12/P5a-N3C

3. Objective of Committee

The objectives of the committee are as follows:

3.1 To steer the implementation of National Construction Cost Centre initiatives as prescribed under Initiative P5a of CITP including interfacing between public and private sector

3.2 To address CITP implementation roadblocks or challenges under Initiative P5a of CITP

3.3 To strive in achieving the implementation target (KPIs) as specified under Initiative P5a of CITP

4. Scope of Committee

All matters related to Initiative P5a on enhancing price and cost information on construction industry resources.

5. Abbreviation

CIDB : Construction Industry Development Board.

CITP : Construction Industry Transformation Program

CITP-IWG : CITP Initiative Working Group

KPI : Key Performance Indicator

N3C : National Construction Cost Centre

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

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7. Roles and Responsibilities

- 7.1 Provide oversight on the implementation of Initiative P5a
- 7.2 Assign members to monitor / support specific sub-activities as and when required
- 7.3 Jointly facilitate implementation delivery of the Initiative P5a
- 7.4 Monitor the overall Initiative P5a progress towards milestones
- 7.5 Enhance cooperation and coordination; identify and recommend appropriate partners / stakeholders for Initiative P5a 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 P5a implementation
- 7.8 Progressively review implementation activities and timeline in consultation with Initiative P5a 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 P5a outcomes within the agreed timeline.

8. Key Performance Indicators (KPIs)

The KPIs of the committee shall be:

KPI P5-078	10,000 new users on myN3C portal registered by 2020 and 11 products on construction price and index published by 2020
KPI P5-079	Construction Cost Information on 60 models covering 18 categories published by Q3 2020
KPI P5-080	Public & Private Tender Price Indices published by Q3 2020
KPI P5-081	Lifecycle Costing Information covering residential, commercials and highways published by Q3 2020
KPI P5-082	Labour and Plant Constant covering 4 major trade and type of plants published by Q3 2020

9. Designated Chairman

Chairman	:	Dato' Sr. Srikandan Kanagaintiram Managing Director KPK Quantity Surveyors (Semenanjung) Sdn. Bhd.
Deputy Chairman	:	Sr. Ratna Hj. Mahyuddin Pengarah Kanan, Cawangan Kontrak & Ukur Bahan, Jabatan Kerja Raya

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.

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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 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;

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18. Dissolution of Committees

The committee will become automatically dissolved at the end of the CITP period (2020).

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

Sr Sariah Abd Karib
Senior General Manager
CIDB Malaysia

21. Initiative Owner

Sr Mohd Zaid Zakaria
General Manager
CIDB Malaysia

22. Secretariat

Construction Business Division
CIDB Malaysia
Level 34 Menara Dato Onn
PWTC, 50480 Kuala Lumpur
Tel : 03-4047 7361
Fax : 03-4047 7330
Email : iwg12@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
www.citp.my