

TERMS OF REFERENCE FOR THE CITP COMMITTEES

1. Name of Committee

CITP Initiative Working Group on National Specification for Construction

2. Reference Code of Committee

CITP-IWG15/I1a-NSC

3. Objective of Committee

The objectives of the committee are as follows:

- 3.1 To steer the implementation of National Specification Initiative as prescribed under Initiative I1a of CITP including interfacing between public and private sector
- 3.2 To address CITP implementation roadblocks or challenges under Initiative I1a of CITP
- 3.3 To strive in achieving the implementation target (KPIs) as specified under Initiative I1a of CITP

4. Scope of Committee

All matters related to Initiative I1a of CITP that is to introduce National Specification for construction.

5. Abbreviation

CIDB	:	Construction Industry Development Board
CITP	:	Construction Industry Transformation Program
CITP-IWG	:	CITP Initiative Working Group
KPI	:	Key Performance Indicator
NSC	:	National Specification for Construction
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 I1a
- 7.2 Assign members to monitor / support specific sub-activities as and when required
- 7.3 Jointly facilitate implementation delivery of Initiative I1a
- 7.4 Monitor the overall Initiative I1a progress towards milestones
- 7.5 Enhance cooperation and coordination; identify and recommend appropriate partners / stakeholders for Initiative I1a 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 I1a implementation
- 7.8 Progressively review implementation activities and timeline in consultation with Initiative I1a 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 I1a outcomes within the agreed timeline.

8. Key Performance Indicators (KPIs)

The KPIs of the committee shall be :

KPI I1-097	National Specification for Construction introduced and published by 2018
KPI I1-098	National Specification for Construction adopted by 10 Major Clients by 2020
KPI I1-099	50 projects adopt National Specification for Construction by 2020

9. Designated Chairman

Chairman	:	En. Kamaluddin Hj. Abdul Rashid Timbalan Ketua Pengarah Kerja Raya (Sektor Bangunan), Jabatan Kerja Raya (JKR)
Deputy Chairman	:	Dato' Sr. Srikandan Kanagainthiram Managing Director, KPK Quantity Surveyors (Semenanjung) Sdn. Bhd.

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

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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 the 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 at the end of the CITP period (2020).

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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

Business Division
CIDB Malaysia
Level 34, Menara Dato Onn
PWTC, 50480 Kuala Lumpur
Tel : 03-4047 7362
Fax : 03-4047 7330
Email : iwg15@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