

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

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

CITP Initiative Working Group on Export of Construction Services

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

CITP-IWG18/I2&I3-Export of Construction Services

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

The objectives of the committee are as follows:

- 3.1 To steer the implementation of initiatives related to export of construction services as prescribed under Initiatives I2 & I3 of CITP including interfacing between public and private sector
- 3.2 To address CITP implementation roadblocks or challenges under Initiatives I2 & I3 of CITP
- 3.3 To strive in achieving the implementation target (KPIs) as specified under Initiatives I2 & I3 of CITP

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

All matters related to Initiatives I2 & I3 of CITP that is to strengthen access to financing for Malaysian champions going abroad and support consortia formation and strengthen overseas market intelligence

### **5. Abbreviation**

CIDB	:	Construction Industry Development Board.
CITP	:	Construction Industry Transformation Program
CITP-IWG	:	CITP Initiative Working Group
KPI	:	Key Performance Indicator
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 Initiatives I2 & I3
- 7.2 Assign members to monitor / support specific sub-activities as and when required
- 7.3 Jointly facilitate implementation delivery of Initiatives I2 & I3
- 7.4 Monitor the overall Initiatives I2 & I3 progress towards milestones
- 7.5 Enhance cooperation and coordination; identify and recommend appropriate partners / stakeholders for Initiatives I2 & I3 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 I2 & I3 implementation
- 7.8 Progressively review implementation activities and timeline in consultation with Initiatives I2 & I3 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 I2 & I3 outcomes within the agreed timeline.

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

The KPIs of the committee shall be:

KPI I2-106	5 Enhanced Overseas Project Financing Scheme By 2020
KPI I2-107	Services Export Fund (SEF) Grant For 16 Projects Approved By 2020 (4 Projects Per Year beginning 2017)
KPI I2-122	40% increase in number of overseas projects financed by FIs and government scheme by 2020 (from 2015 baseline)
KPI I3-108	Minimum of 8 consortia to be formed and winning overseas projects by Q4 2020 in the amount of RM5 Billion
KPI I3-109	RM 5 Billion worth of overseas projects won through consortia by 2020
KPI I3-123	One-stop integrated source for construction service providers established by 2018 and annually updated
KPI I3-110	RM 8 Billion worth of overseas projects won by Malaysian companies and/or consortia by 2020
KPI I3-124	6 Malaysian players securing 10 overseas projects under multi-lateral development banks & agencies by 2020
KPI I3-125	10 SMEs & 2 mid-tier Malaysian construction related players going overseas assisted every year

### **9. Designated Chairman**

Chairman : Datuk Matthew Tee Kai Woon  
Immediate Past President, MBAM

Deputy Chairman : Datin Nik Roslini Raja Ismail  
Timbalan Setiausaha Bahagian Perolehan Kerajaan  
Kementerian Kewangan Malaysia

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### **Membership of Committee**

- 9.1 Refer to **Appendix A** for list of appointed committee members.
- 9.2 Appointed committee members shall personally attend committee meetings and shall not send representatives or alternate members.
- 9.3 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.
- 9.4 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.

### **10. Duration of Membership**

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

### **11. Meetings**

- 11.1 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.
- 11.2 Frequency of the meeting shall be at least twice a year.
- 11.3 The chairman/co-chairman and not less than half of total members shall constitute the quorum.

### **12. Honorarium**

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

### **13. Expenses**

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

### **14. 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.

### **15. 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.

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**16. Termination of Membership**

A member will be dismissed automatically from the committee if:

- 16.1 the member fails to attend the committee meetings three consecutive times without leave of the Chairman;
- 16.2 the member no longer serves the organization of which he is representing;

**17. Dissolution of Committees**

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

**18. 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.

**19. Initiative Sponsor**

Sr Sariah Abd Karib  
Senior General Manager  
CIDB Malaysia

**20. Initiative Owner**

Sr Mohd Zaid Zakaria  
General Manager  
CIDB Malaysia

**21. Secretariat**

Business Division  
CIDB Malaysia  
Level 34 Menara Dato' Onn  
PWTC, 50480 Kuala Lumpur  
Tel : 03-4047 7373  
Fax : 03-4047 7330  
Email : iwg18@cidb.gov.my

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

**22. 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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