

## **TERMS OF REFERENCE (TOR) FOR THE CITP COMMITTEES**

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

CITP Initiative Working Group on Integrity and Governance

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

CITP-IWG19/Q5-Integrity

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

The objectives of the committee are as follows:

- 3.1 To steer the implementation of enhancing integrity and increasing governance initiatives as prescribed under Initiative Q5 of CITP including interfacing between public and private sector
- 3.2 To address CITP implementation roadblocks or challenges under Initiative Q5 of CITP
- 3.3 To strive in achieving the implementation target (KPIs) as specified under Initiative Q5 of CITP

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

All matters related to Initiatives Q5 that is to enhance integrity and increase governance.

### **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

## **TERMS OF REFERENCE (TOR) FOR THE CITP COMMITTEES**

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

- 7.1 Provide oversight on the implementation of Initiative Q5
- 7.2 Assign members to monitor / support specific sub-activities as and when required
- 7.3 Jointly facilitate implementation delivery of Initiative Q5
- 7.4 Monitor the overall Initiative Q5 progress towards milestones
- 7.5 Enhance cooperation and coordination; identify and recommend appropriate partners / stakeholders for Initiative Q5 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 Q5 implementation
- 7.8 Progressively review implementation activities and timeline in consultation with Initiative Q5 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 Q5 outcomes within the agreed timeline

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

The KPIs of the committee shall be:

KPI Q5-130	All public projects to adopt Gerbang Nilai by Q4 2020
KPI Q5-131	National Works Procurement System (WPS) adopted by all Ministries by 2021
KPI Q5-132	10 construction related organisations/PBT to be certified with ISO 37001/MS ISO 37001 (Anti Bribery Management System) by Q4 2020

### **9. Designated Chairman**

Chairman	:	Dato' Ir. Ahmad `Asri Abdul Hamid Chief Executive CIDB Malaysia
Deputy Chairman	:	Dr. Anis Yusal Yusof Chairman The Malaysian Institute of Integrity

### **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

## **TERMS OF REFERENCE (TOR) FOR THE CITP COMMITTEES**

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

**TERMS OF REFERENCE (TOR)  
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**

Sr Sariah Abd Karib  
Senior General Manager  
CIDB Malaysia

**21. Initiative Owner**

Ir. M. Ramuseren  
General Manager  
CIDB Malaysia

**22. Secretariat**

Policy & Strategic Planning Division  
CIDB Malaysia  
Level 25 Menara Dato Onn  
PWTC, 50480 Kuala Lumpur  
Tel : 03-4047 7263  
Fax : 03-4047 7020  
Email : iwg19@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