

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

**1. Name of Committee**

CITP Initiative Working Group on Dealing with Construction Permits

**2. Reference Code of Committee**

CITP-IWG4/Q3b&Q3c-DCP

**3. Objective of Committee**

The objectives of the committee are as follows:

- 3.1 To steer the implementation of construction permit initiatives as prescribed under Initiatives Q3b & Q3c of the CITP including interfacing between public and private sector
- 3.2 To address CITP implementation roadblocks or challenges under Initiatives Q3b & Q3c of CITP
- 3.3 To strive in achieving the implementation target (KPIs) as specified under Initiatives Q3b & Q3c of CITP

**4. Scope of Committee**

All matters related to Initiatives Q3b & Q3c of CITP that is to strengthen One-Stop-Centre for all construction permits/approvals and to set up a tribunal for construction permit dispute resolution.

**5. Abbreviation**

CIDB	:	Construction Industry Development Board.
CITP	:	Construction Industry Transformation Program
CITP-IWG	:	CITP Initiative Working Group
CITP-TWG	:	CITP Thrust Working Group
DCP	:	Dealing with Construction Permit
KPI	:	Key Performance Indicator
PMO	:	Program Management Office
TOR	:	Terms of Reference

**6. Definition**

Initiative Owners	:	KPKT division/unit heads responsible to implement and manage the relevant CITP initiatives
Initiative Sponsors	:	KPKT 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 Committee

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**7. Roles and Responsibilities**

- 7.1 Provide oversight on the implementation of Initiative Q3b & Q3c
- 7.2 Assign members to monitor / support specific sub-activities as and when required
- 7.3 Jointly facilitate implementation delivery of Initiative Q3b & Q3c
- 7.4 Monitor the overall Initiative Q3b & Q3c progress towards milestones
- 7.5 Enhance cooperation and coordination; identify and recommend appropriate partners / stakeholders for initiative Q3b & Q3c as and when required
- 7.6 Review issues and risks in implementation of Initiative Q3b & Q3c and resolve where possible
- 7.7 Provide guidance on next steps for successful Initiative Q3b & Q3c implementation
- 7.8 Progressively review implementation activities and timeline in consultation with Initiative Q3b & Q3c 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 Q3b & Q3c outcomes within the agreed timeline

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

The KPIs of the committee shall be:

- KPI Q3-021 e-submission and e-approval rolled-out across at least 20 Local Authorities (LAs) by Q4 2020
- KPI Q3-022 Average number of construction permit approval procedures nationwide reduced to 13 and number of days reduced to 74 for small scale development projects (i.e, same as Kuala Lumpur) by Q4 2019
- KPI Q3-023 100% of dispute application resolved by the Dispute Resolution Mechanism (DRM) within 6 months of receipt starting in Q4 2019

**9. Designated Chairman**

Chairman : Vacant (to be appointed by CIDB)  
Ketua Pengarah, Jabatan Kerajaan Tempatan

Deputy Chairman : Dato' Abdul Latif Hj. Abu Seman  
Timbalan Ketua Pengarah,  
Malaysia Productivity Corporation

**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 appointment of this co-opted member shall be temporary in nature for the purpose they were appointed.

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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 based on 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).

**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.

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**20. Thrust Sponsor**

Megat Kamil Azmi Megat Rus Kamarani  
Senior General Manager  
CIDB Malaysia

**21. Initiative Owner**

Ar. Sharina Intan Abdullah  
Lead Consultant  
Development Control Department  
Local Government Department

**22. Secretariat**

Lead Consultant For Development Control  
Local Government Department  
Ministry Of Urban Wellbeing, Housing And Local Government (KPKT)  
Persiaran Perdana,  
Presint 4, 62000 Putrajaya  
Tel : 03 8891 3436  
Fax : 03 8891 3410  
Email : iwg4@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