

TERMS OF REFERENCE FOR THE CITP COMMITTEES

1. Name of Committee

CITP Initiative Working Group on CITP Promotions

2. Reference Code of Committee

CITP-IWG5/Q4–Promotion

3. Objective of Committee

The objectives of the committee are as follows:

- 3.1 To steer the implementation of promotional initiatives as prescribed under Initiative Q4 of CITP including interfacing between public and private sector
- 3.2 To address CITP implementation roadblocks or challenges under Initiative Q4 of CITP
- 3.3 To strive in achieving the implementation target (KPIs) as specified under Initiative Q4 of CITP

4. Scope of Committee

All matters related to Initiative Q4 that is to promote and raise awareness of CITP initiatives.

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 Initiative Q4
- 7.2 Assign members to monitor / support specific sub-activities as and when required
- 7.3 Jointly facilitate implementation delivery of Initiative Q4
- 7.4 Monitor the overall Initiative Q4 progress towards milestones
- 7.5 Enhance cooperation and coordination; identify and recommend appropriate partners / stakeholders for Initiative Q4 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 Q4 implementation
- 7.8 Progressively review implementation activities and timeline in consultation with Initiative Q4 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 Q4 outcomes within the agreed timeline.

8. Key Performance Indicators (KPIs)

The KPIs of the committee shall be :

KPI Q4-025	One stop portal on CITP with 10,000 unique users annually beginning 2017
KPI Q4-026	CITP promoted in 30 industry/CIDB event platforms annually beginning 2016
KPI Q4-027	10 strategic partnerships sealed between CIDB and key private/public organisations by 2017 towards achieving CITP targets
KPI Q4-028	Public relation (PR) value on media coverage involving industry captains of at least RM20m achieved annually beginning 2016
KPI Q4-029	CITP communications on Social Media reach 3 million users annually

9. Designated Chairman

Chairman : Datuk Ng Seing Liong
Managing Director,
Kota Kelang Development Sdn. Bhd.

Deputy Chairman : Ar. Saifudin Ahmad
Director, SNO Architects 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.

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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

Noryani Ismail
General Manager
CIDB Malaysia

22. Secretariat

Corporate Division
CIDB Malaysia
Level 25 Menara Dato Onn
PWTC, 50480 Kuala Lumpur
Tel : 03-4047 7006
Fax : 03-4047 7020
Email : iwg5@cidb.gov.my

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

23. CITP Programme Management Department

Director
CIT 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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