

TERMS OF REFERENCE FOR THE CITP COMMITTEES

1. Name of Committee

CITP Initiative Working Group on Sustainable Ratings

2. Reference Code of Committee

CITP-IWG6/E1&E2-Sustainable Ratings

3. Objective of Committee

The objectives of the committee are as follows:

- 3.1 To steer the implementation of Sustainable Ratings Initiative as prescribed under Initiative E1 & E2 of CITP including interfacing between public and private sector
- 3.2 To address CITP implementation roadblocks or challenges under Initiative E1 & E2 of CITP
- 3.3 To strive in achieving implementation target (KPIs) as specified under Initiative E1 & E2 of CITP

4. Scope of Committee

All matters related to Initiative E1 & E2 that are to drive innovation in sustainable construction and to drive compliance to environmental sustainability ratings and requirements

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 FOR THE CITP COMMITTEES

7. Roles and Responsibilities

- 7.1 Provide oversight on the implementation of Initiatives E1 & E2
- 7.2 Assign members to monitor / support specific sub-activities as and when required
- 7.3 Jointly facilitate implementation delivery of Initiatives E1 & E2
- 7.4 Monitor the overall Initiatives E1 & E2 progress towards milestones
- 7.5 Enhance cooperation and coordination; identify and recommend appropriate partners / stakeholders for Initiatives E1 & E2 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 E1 & E2 implementation
- 7.8 Progressively review implementation activities and timeline in consultation with Initiatives E1 & E2 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 E1 & E2 outcomes within the agreed timeline.

8. Key Performance Indicators (KPIs)

The KPIs of the committee shall be :

KPI E1-030	2 Projects piloted for infrastructure sustainability rating using CEEQUAL by 2017
KPI E1-031	16 assessors being trained in CEEQUAL by Q2 2017
KPI E1-032	At least 3 sustainable R&D by MAMPAN completed by Q4 2019
KPI E1-118	Malaysia environmental sustainability rating tool for infrastructure projects established by 2018
KPI E1-119	25 trainers certified in Malaysia environmental sustainability rating tool by Q4 2019
KPI E2-037	Building rating tools available in Malaysia analysed and indexed for industry reference and utilization by Q4 2018
KPI E2-038	Sustainability ratings measured for all new development projects valued over RM100 Mn by Q4 2020
KPI E2-039	UBBL No.38A on energy efficiency gazette for all states by Q4 2018
KPI E2-040	At least 100% G7 contractors with annual turnover exceeding RM200Mn from 2015 onwards to be certified with ISO 14001:2015 by Q4 2020
KPI E2-120	350 MyCREST qualified professionals accredited by Q4 2020
KPI E2-121	100 MyCREST assessors (MA) accredited by Q4 2020

**TERMS OF REFERENCE
FOR THE CITP COMMITTEES**

9. Designated Chairman

- Chairman : Ir. Gopal Narian Kutty
Pengarah,
Cawangan Alam Sekitar dan Kecekapan Tenaga,
Jabatan Kerja Raya
- Deputy Chairman : Datuk Ng Seing Liong
Managing Director,
Kota Kelang Development 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 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.

**TERMS OF REFERENCE
FOR THE CITP COMMITTEES**

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.

20. Initiative Sponsor

Datuk Ir. Elias Ismail
Senior General Manager
CIDB Malaysia

21. Initiative Owner

Ir. Noraini Bahri
General Manager
CIDB Malaysia

22. Secretariat

Sustainable Construction
CIDB Malaysia
Level 23, Sunway Putra Tower
No. 100, Jalan Putra
50350 Kuala Lumpur
Tel : 03-4047 8030
Fax : 03-4047 8080
Email : iwg6@cidb.gov.my

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

**TERMS OF REFERENCE
FOR THE CITP COMMITTEES**

23. CITP Programme Management Department

Director
CITP Programme Management Department
CIDB Malaysia
Level 24, Menara Dato Onn
PWTC, Kuala Lumpur
Tel : 03-4047 7271
Fax : 03-4047 7140
Email : pmo@cidb.gov.my
www.citp.my