

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

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

CITP Initiative Working Group on Sustainable Practices.

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

CITP-IWG7/E3,E4&E5-Sustainable Practices

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

The objectives of the committee are as follows:

- 3.1 To steer the implementation of sustainable practices initiatives as prescribed under Initiatives E3, E4 & E5 of CITP including interfacing between public and private sector
- 3.2 To address CITP implementation roadblocks or challenges under Initiatives E3, E4 & E5 of CITP
- 3.3 To strive in achieving the implementation target (KPIs) as specified under Initiatives E3, E4 & E5 of CITP

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

All matters related to Initiatives E3, E4 & E5 of CITP that is to focus on public projects to lead the charge on sustainable practices, facilitate industry adoption of sustainable practices and reduce irresponsible waste during construction

### **5. Abbreviation**

CIDB	:	Construction Industry Development Board.
CITP	:	Construction Industry Transformation Program
C&D	:	Construction & Demolition
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 E3, E4 & E5.
- 7.2 Assign members to monitor / support specific sub-activities as and when required
- 7.3 Jointly facilitate implementation delivery of the initiative
- 7.4 Monitor the overall Initiatives E3, E4 & E5 progress towards milestones
- 7.5 Enhance cooperation and coordination; identify and recommend appropriate partners / stakeholders for Initiatives E3, E4 & E5 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 E3, E4 & E5 implementation
- 7.8 Progressively review implementation activities and timeline in consultation with Initiatives E3, E4 & E5 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 E3, E4 & E5 outcomes within the agreed timeline.

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

The KPIs of the committee shall be:

KPI E3-041	Sustainable specification mandated in procurement for public buildings/ infrastructure by Q4 2018
KPI E3-042	20% CO2 emission reduction in new public buildings exceeding RM50 Mn (10% for retrofit project) by 2020, from 2016 baseline
KPI E4-045	At least 10 companies benefitted from green incentivr for sustainable buildings by Q4 2020
KPI E5-046	At least 3 (new or existing) public or private C&D recycling centers equipped with construction-specific recycling equipment in key locations (2018-2020) by Q4 2020
KPI E5-047	20% increase in construction and demolition waste (tonnage) recycled, from 2016 baseline by Q4 2020

### **9. Designated Chairman**

Chairman	:	Vacant (to be appointed by CIDB)
Deputy Chairman	:	Mr. Foo Chek Lee CIDB Board Member

### **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 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;

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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**

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 : iwg7@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 7271  
Fax : 03-4047 7140  
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