

TERMS OF REFERENCE FOR THE CITP COMMITTEES

1 Name of Committee

CITP Initiative Working Group on Human Capital Development

2 Reference Code of Committee

CITP-IWG8/P1-Human Capital

3 Objective of Committee

The objectives of the committee are as follows:

- 3.1 To steer the implementation of the development of human capital under Initiative P1 of CITP including interfacing between public and private sector
- 3.2 To address CITP implementation roadblocks or challenges under Initiative P1 of CITP
- 3.3 To strive in achieving the implementation target (KPIs) as specified under Initiative P1 of CITP

4 Scope of Committee

All matters related to Initiatives P1a & P1b of CITP that is to streamline construction-related training programmes in Malaysia and strengthen reach, effectiveness and comprehensiveness of training.

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
QA / QC	:	Quality Assurance / Quality Control
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 P1
- 7.2 Assign members to monitor / support specific sub-activities as and when required
- 7.3 Jointly facilitate implementation delivery of Initiative P1
- 7.4 Monitor the overall Initiative P1 progress towards milestones
- 7.5 Enhance cooperation and coordination; identify and recommend appropriate partners / stakeholders for Initiative P1 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 P1 implementation
- 7.8 Progressively review implementation activities and timeline in consultation with Initiative P1 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 P1 outcomes within the agreed timeline.

8 Key Performance Indicators (KPIs)

The KPIs of the committee shall be :

KPI P1-048	All construction related training programs and institutions streamlined and registered by CIDB by Q4 2018
KPI P1-049	Top ten highly demanded skilled trades have training need analysis, occupational analysis and training maps by Q4 2018
KPI P1-050	5,000 on-the-job apprentices produced by Q4 2020
KPI P1-051	15,000 supervisory and management personnel (including QA/QC, site safety etc) trained and certified by Q4 2020
KPI P1-052	100,000 construction personnel completed Continuous Professional Development training by Q4 2020
KPI P1-053	100,000 construction personnel graduated in construction related skills and certified by Q4 2020
KPI P1-054	2 assessment centers in major foreign worker source countries established by Q4 2018
KPI P1-134	200 competency related documents completed and 200 trainers undergo train the trainer program by Q4 2020

9 Designated Chairman

Chairman	:	En. Amir Omar Timbalan Ketua Setiausaha (Dasar & Antarabangsa), Kementerian Sumber Manusia
Deputy Chairman	:	Dato' Haji Mokhtar Samad CIDB Board Member

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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 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.

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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

Mohd Nazli Ahmad Mahyadin
Senior General Manager
CIDB Malaysia

21 Initiative Owner

Ir. Raslim Salleh
General Manager
CIDB Malaysia

22 Secretariat

Skill & Competency Development Division
CIDB Malaysia
Level 35 Menara Dato Onn
PWTC, 50480 Kuala Lumpur
Tel : 03-4047 7313
Fax : 03-4047 7310
Email : iwg8@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
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