

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

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

CITP Initiative Working Group on Workforce Control and Balance

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

CITP-IWG9/P2-Workforce

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

The objectives of the committee are as follows:

- 3.1. To steer the implementation of workforce initiatives as prescribed under Initiative P2 of CITP including interfacing between public and private sector
- 3.2. To address CITP implementation roadblocks or challenges under Initiative P2 of CITP
- 3.3. To strive in achieving the implementation target (KPIs) as specified under Initiative P2 of CITP

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

All matters related to Initiatives P2a & P2b that is to implement regular industry manpower planning and introduce mechanisms to raise skills mix for intake of foreign workers.

### **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 P2
- 7.2. Assign members to monitor / support specific sub-activities as and when required
- 7.3. Jointly facilitate implementation delivery of Initiative P2
- 7.4. Monitor the overall Initiative P2 progress towards milestones
- 7.5. Enhance cooperation and coordination; identify and recommend appropriate partners / stakeholders for Initiative P2 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 P2 implementation
- 7.8. Progressively review implementation activities and timeline in consultation with Initiative P2 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 P2 outcomes within the agreed timeline.

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

The KPIs of the committee shall be:

KPI P2-055	Report on construction manpower supply and demand, published annually from Q4 2017 onwards
KPI P2-056	All qualified skilled workers and supervisory personnel accredited from Q4 2016 onwards
KPI P2-057	Tiered-visa programme implemented by Q1 2019
KPI P2-058	Proportion of skilled : unskilled foreign labour improved from 5 : 95 to 15 : 85 increased by Q4 2020

**9. Designated Chairman**

Chairman : Dato' Suriani Dato' Ahmad  
Timbalan Ketua Setiausaha  
(Kawalan dan Penguatkuasaan),  
Kementerian Dalam Negeri

Deputy Chairman : Dato' Haji Mokhtar Samad  
CIDB Board Member

**10. Membership of Committee**

- a) Refer to **Appendix A** for list of appointed committee members.
- b) Appointed committee members shall personally attend committee meetings and shall not send representatives or alternate members.
- c) 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

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

- d) 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;

### **18. Dissolution of Committees**

The committee will become automatically dissolved upon the completion of the CITP.

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**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**

Megat Kamil Azmi Megat Rus Kamarani  
Senior General Manager  
CIDB Malaysia

**21. Initiative Owner**

Abd. Jaiz Abd. Aziz  
General Manager  
CIDB Malaysia

**22. Secretariat**

Construction Personnel Division  
CIDB Malaysia  
Level 9 Menara Dato Onn  
PWTC, 50480 Kuala Lumpur  
Tel : 03-4047 7414  
Fax : 03-4047 7310  
Email : iw9@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