

TERMS OF REFERENCE FOR THE CITP COMMITTEES

1. Name of Committee

CITP Thrust Working Group on Environmental Sustainability

2. Reference Code of Committee

CITP-TWG2/ES

3. Objective of Committee

The objectives of the committee are as follows :

3.1 To address roadblocks and challenges for efficient implementation of initiatives E1, E2, E3, E4 & E5 within Thrust 2 of the CITP.

3.2 To report and update the CITP Ministerial committee (CITP-MC) on the progress of initiatives under CITP Thrust 2 on Environmental Sustainability.

4. Scope of Committee

All matters related to all 5 initiatives under CITP Thrust 2 on Environmental Sustainability including interfacing with other relevant ministries and private sector.

5. Abbreviation

C&D	:	Construction and demolition
CIDB	:	Construction Industry Development Board.
CITP	:	Construction Industry Transformation Program
CITP-IWG	:	CITP Initiative Working Group
CITP-MC	:	CITP Ministerial Committee
CITP-TWG	:	CITP Thrust Working Group
KPI	:	Key Performance Indicator
PMO	:	Programme Management Office
TOR	:	Terms of Reference

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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

7. Roles and responsibilities

- 7.1 Provide oversight of the implementation of the thrust initiatives on Environmental Sustainability.
- 7.2 Assign committee members to monitor/support specific initiatives as and when required.
- 7.3 Steer CITP implementation across all thrust initiatives on Environmental Sustainability.
- 7.4 Monitor the overall progress towards thrust milestones on Environmental Sustainability.
- 7.5 Enhance cooperation and coordination; identify and recommend appropriate partners / stakeholders for initiatives as and when required.
- 7.6 Resolve implementation and operational roadblocks escalated by the Initiative Working Groups (CITP-IWGs) on Environmental Sustainability, including recommending ways to prioritise resources.
- 7.7 Review issues and risks in implementation of CITP Thrust 2 on Environmental Sustainability and resolve where possible.
- 7.8 Provide guidance on next steps for successful implementation of CITP Thrust 2 on Environmental Sustainability.
- 7.9 Progressively review direction of thrust initiatives of CITP Thrust 2 on Environmental Sustainability in consultation with initiative sponsors as and when required.
- 7.10 Escalate unresolved issues and risks of CITP Thrust 2 on Environmental Sustainability to CITP-MC in a timely manner.

8. Key Performance Indicators (KPIs)

Malaysia's sustainable infrastructure: a model for the emerging world:

- 8.1 100% of large infrastructure and building projects exceed sustainability requirements:

(E1 & E2)

- 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

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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

8.2 4 Mt carbon dioxide equivalent emission reduction per year:
(E3, E4 & E5)

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. Chairman

Chairman	:	Tan Sri (Dr.) Ir. Jamilus Hussien President/Chief Executive KLIA Holdings
Deputy Chairman	:	Tan Sri Datuk Lim Keng Cheng Managing Director Ekovest Bhd

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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 the period 2016-2020 effective from the date of appointment.

12. Meeting

- 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	:	RM 800.00
Members	:	RM 500.00

14. Expenses

Member 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. Thrust Sponsor

Datuk Ir. Elias Ismail
Senior General Manager
CIDB Malaysia

21. Secretariat

Safety, Health, Environmental & Quality Division
CIDB Malaysia
Level 23, Sunway Putra Tower
No. 100, Jalan Putra
50350 Kuala Lumpur
Tel : 03-4047 8030
Fax : 03-4047 8080
Email : twg2@cidb.gov.my

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

22. Programme Management Office (PMO)

Director
Programme Management Office
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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