

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

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

CITP Thrust Working Group on Productivity.

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

CITP-TWG3/P.

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

The objectives of the committee are as follows :

3.1 To address roadblocks and challenges for efficient implementation of initiatives P1, P2, P3, P4, P5 and P6 within Thrust 3 of the CITP.

3.2 To report and update the CITP Ministerial Committee (CITP-MC) on the progress of initiatives under CITP Thrust 3 on Productivity.

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

All matters related to all 6 initiatives under CITP Thrust 3 on Productivity including interfacing with other relevant ministries and private sector.

### **5. Abbreviation**

AG	:	Auditor General
BIM	:	Building information modeling
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
IBS	:	Industrialised Building System
KPI	:	Key Performance Indicator
MOF	:	Ministry of Finance
N3C	:	National construction cost centre
NCIIC	:	National construction industry information centre
PAP	:	Pre-approved plan
PMO	:	Programme Management Office

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QA/QC	:	Quality assurance/quality control
TOR	:	Terms of Reference
DFMA	:	Design for manufacturing and assembly

### **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 Committee

### **7. Roles and responsibilities**

- 7.1 Provide oversight of the implementation of the thrust initiatives on Productivity.
- 7.2 Assign committee members to monitor/support specific initiatives as and when required.
- 7.3 Steer CITP implementation across all thrust initiatives on Productivity.
- 7.4 Monitor the overall progress towards thrust milestones on Productivity.
- 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 Productivity including recommending ways to prioritise resources.
- 7.7 Review issues and risks in implementation of CITP Thrust 3 on Productivity and resolve where possible.
- 7.8 Provide guidance on next steps for successful implementation of CITP Thrust 3 on Productivity.
- 7.9 Progressively review direction of thrust initiatives of CITP Thrust 3 on Productivity in consultation with initiative sponsors as and when required.
- 7.10 Escalate unresolved issues and risks of CITP Thrust 3 on Productivity to CITP-MC in a timely manner.

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

More than doubling productivity, matched by higher wages :

- 8.1 Increase in productivity to US\$16,500 per worker :  
**(P1):**

KPI P1-048	All construction related training programs and institutions streamlined and registered by CIDB by Q4 2018
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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

**(P2):**

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

**(P3):**

KPI P3-060	2 reports annually on status of IBS adoption, submitted by Implementation Coordination Unit (ICU-JPM) to Ministry of Finance (MOF) and Auditor General (AG) for action on non-compliance beginning 2016
KPI P3-061	All JKR Pre-Approved Plans (PAPs) comply to IBS and Modular Coordination by 2017
KPI P3-062	All JKR and CIDB's IBS components catalogue harmonised and issued by 2017
KPI P3-063	80% compliance to amended MOF Circular 1 PPK 1/2013 by 2018
KPI P3-064	100% new Development Order in Greater Klang Valley for projects RM50 Mn and above achieved minimum 50 IBS Score by 2018
KPI P3-065	100% new Development Order by identified local authorities in three states (Selangor, Johor & Pulau Pinang) for projects RM50Mn and above achieved minimum 50 IBS Score by 2020
KPI P3-066	At least 100 more new IBS component manufacturing plants established at various strategic locations by 2020
KPI P3-067	At least 5,000 professionals (engineers, architects & quantity surveyors) trained to apply IBS and modular coordination from design phase by 2020
KPI P3-068	At least two economic mechanisms to propel adoption of IBS introduced by 2017

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**(P4a&4b):**

KPI P4-069	40% of public project above RM100Mn use BIM Level 2 by Q1 2019
KPI P4-070	BIM Object Library developed by Q1 2017
KPI P4-071	1000 BIM Personnel Trained And Certified by Q4 2018
KPI P4-072	BIM Submission using 4 pilot projects for 4 selected PBT by Q1 2020
KPI P4-073	5 Public Pilot Project Use BIM Level 3 by Q3 2020
KPI P4-074	MyBIM Centre established by Q2 2016
KPI P4-075	Online Reference Center established by Q4 2017

**(P4c):**

KPI P4-076	At least 100 approved construction-related modules available online by Q2 2017
KPI P4-077	CMS operational and at least 80% personnel profiles in all 59 trades uploaded by Q4 2020

**(P5a):**

KPI P5-078	10,000 new users on myN3C portal registered by 2020 and 11 products on construction price and index published by 2020
KPI P5-079	Construction Cost Information on 60 models covering 18 categories published by Q3 2020
KPI P5-080	Public & Private Tender Price Indices published by Q3 2020
KPI P5-081	Lifecycle Costing Information covering residential, commercials and highways published by Q3 2020
KPI P5-082	Labour and Plant Constant covering 4 major trade and type of plants published by Q3 2020

**(P5b&5c):**

KPI P5-083	Awarded and upcoming projects to be published online annually beginning 2018
KPI P5-084	Construction demand on 8 major materials and workers in 7 trades to be published online annually beginning 2017
KPI P5-085	NCIIC portal established with minimum of 8 construction related data integrated and updated quarterly by 2018
KPI P5-086	Construction Industry appraisal (Construction Industry Review & Prospect) published annually beginning 2016

**(P6):**

KPI P6-088	7,500 Bumiputera contractors trained under Continuous Development Programme (CCD) per year (total of 37,500 by 2020)
KPI P6-089	900 Bumiputera contractors trained to become Facility Management Contractors by 2020
KPI P6-090	2,500 Bumiputera IBS contractors trained per year

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KPI P6-091	700 Bumiputera contractors trained in specialist trade per year (2017-2020)
KPI P6-092	1,250 Bumiputera Entrepreneurs trained per year (2017-2020)
KPI P6-093	800 Bumiputera construction entrepreneurs receive Financial Assistance by 2020
KPI P6-094	Baseline study on Bumiputera participation in construction supply chain completed by Q2 2017
KPI P6-095	Integrated database on Bumiputera companies in Malaysia established by Q4 2016

**9. Chairman**

Chairman	:	Dato' Sr. Srikandan Kanagainthiram Managing Director KPK Quantity Surveyors (Semenanjung) Sdn. Bhd.
Deputy Chairman	:	Datuk Kwan Foh Kwai Non-Independent Non-Executive Director/Advisor Sunway Construction Group Berhad

**10. Membership of Committee**

- 1.1 Refer to **Appendix A** for list of appointed committee members.
- 1.2 Appointed committee members shall personally attend committee meetings and shall not send representatives or alternate members.
- 1.3 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.
- 1.4 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.

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**13. Honorarium**

Chairman : RM 800.00

Members : RM 500.00

**14. Expenses**

Members travelling expenses for transportation and accommodation will be borne by CIDB based on 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

**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**

En. Mohd Nazli Ahmad Mahyadin  
Senior General Manager  
CIDB Malaysia

**21. Secretariat**

Personnel & Contractor Development Sector  
CIDB Malaysia  
Level 35, Menara Dato Onn  
PWTC, Kuala Lumpur  
Tel : 03-4047 7322  
Fax : 03-4047 7310  
Email : twg3@cidb.gov.my

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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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