



香港建築師學會
The Hong Kong Institute of Architects

**Nomination to Construction Workers Review Committee of
Construction Workers Registration Authority**

HKIA is being invited by Construction Workers Registration Authority to nominate one member to serve on the Construction Workers Review Committee for the extension of current term between 1 May 2010 and 24 October 2010 with a view to aligning the term of service of CWRA Board and its committees.

The Construction Workers Review Committee is to review the decisions of and to make recommendations to the Registrar of CWRA in relation to workers registration. The composition and functions of CWRC is enclosed for your reference.

Since the current HKIA nominee is not available to serve on the Committee for the extended term, the above nomination is open to all members for registering interests for being nominated to the Committee for the extended term between 1 May 2010 and 24 October 2010. Coming closer to October, Construction Workers Registration Authority will invite for nominations to CWRC for the next term of two years commencing 25 October 2010. HKIA nominee to CWRC for the extended term will be given priority consideration to be nominated as the Institute's nominee for the next term.

You are advised to read the enclosed HKIA guidelines on "Nominating Members to External Government / Advisory and Statutory Bodies". Appointed HKIA representatives shall provide written reports and simple summary statements to the Institute after each meeting and/ or from time to time for Board's information and distribution to general members where appropriate.

Should you be interested in being nominated, please register your interest by completing the following reply slip with supporting information you see necessary and return it to HKIA Secretariat by fax no. at 2519 6011 **not later than 5:30pm of 7 April 2010.**

**Board of Local Affairs
The Hong Kong Institute of Architects**

REPLY SLIP To : HKIA Secretariat (Fax: 2519 6011)

I would like to register my interest for being nominated to serve on the Construction Workers Review Committee.

My contact information are as follows :-

Name: _____ HKIA Membership No. & Full Member Since: _____

Company Name and Position : _____

Details for introducing you (you may submit separate CV if necessary): _____

No. of External / Government Advisory and Statutory Bodies currently serving : (please state no. and list) _____

Office Tel / Mobile : _____ Fax : _____ E-mail: _____

(Extract of Section 14 & 15 of the Construction Workers Registration Ordinance (Cap.583))

Membership Composition of the Construction Workers Review Committee

...the Review Committee shall consist of 8 members appointed by the Authority as follows: -

- (a) 1 public officer;
- (b) 1 person nominated by The Hong Kong Institution of Engineers;
- (c) 1 person nominated by The Hong Kong Institute of Architects;
- (d) 1 person nominated by The Hong Kong Institute of Surveyors;
- (e) 2 persons, each of whom is, in the opinion of the Authority, a person from a contractor in the construction industry in Hong Kong; and
- (f) 2 persons, each of whom is, in the opinion of the Authority, a person from a trade union, registered under the Trade Unions Ordinance (Cap.332), that represents workers in the construction industry in Hong Kong.

A person is **not eligible** for appointment (under subsection (2)) if he is-

- (a) a member of the Qualifications Committee;
- (b) a member of the Appeal Board panel; or
- (c) the Registrar, or, where the Registrar is a body corporate, a member, officer or employee of the Registrar.

Functions and Powers of Review Committee

- (1) The Review Committee shall –
 - (a) conduct a review of any decision of the Registrar the subject of a request for review under section 51(1);
 - (b) make recommendations to the Registrar as to the decision; and
 - (c) perform such other functions as are imposed on it under this Ordinance or any other enactment.

- (2) The Review Committee may do all such things as are necessary for, or incidental or conducive to, the performance of its functions and may exercise such powers as are conferred on it under this Ordinance or any other enactment.

HKIA Guidelines on Nominating Members to External/Government Advisory and Statutory Bodies

1. Guidelines

- 1.1 The nomination principle is based on merit, under which a candidate's ability, expertise, experience, previous performance and commitment to act diligently in representing the Institute would be the important consideration in the nomination process.
- 1.2 Taking on the principle in 1.1 for individuals, the nomination process should be able to effect a reasonable turnover of representation and membership participation but at the same time, providing the necessary continuity to the external boards and committees.
- 1.3 At the beginning of each year, the President, in consultation with the Office Bearers, the relevant Board Chairs and the Registrar, shall lead the Council to work out a strategy and plan ahead on all nominations that are expected in that particular year, based on an analysis of current serving members on various external boards and committees. The same nomination principle will also apply to any new requests for nomination that are received in the course of the year.
- 1.4 The Council may request the relevant Boards to carry out the Nomination Process on its behalf in one of the following ways:
 - a) by way of re-nomination of existing representative, following the 4 years' rule.
 - b) by way of invitation for nomination/express of interest to
 - i) general membership and/or
 - ii) members of relevant Boards/ Committees

In such case, the manner of short-listing from nominated/interested individuals for recommendation to the Council should be left to the decision of the Board Chair of the relevant Board. However, voting among members of the Board should normally be considered.

- c) by way of invitation to individuals whom the Council may think appropriate.
- 1.5 All proposals for nomination, whether they are from the President, the Office Bearers, and Board Chairs, as individual or on behalf of the Board requested by the Council to make such nomination, should be approved by the Council. Approval by circulation will be arranged in urgent case.
- 1.6 Normally, no individual shall sit on the same external/government body for more than a consecutive period of 4 years and shall not serve on more than 6 external advisory and statutory bodies nominated by HKIA at any one time (not including serving as 'alternate member').
- 1.7 Before making nominations to the Council, agreement of the individual nominee should be sought, particularly in respect of serving diligently when appointed to represent HKIA by attending meetings and providing written reports and summary statements to the HKIA from time to time for information of the Council/ relevant Boards or sometimes to the general membership when appropriate.
- 1.8 The Principle of Transparency should be carried throughout the process of nomination as far as practicable.

2. Declaration of Interest

- 2.1 When accepting nomination from the Council, the nominee should be aware and made aware to the Council whether the acceptance of such nomination would constitute a direct conflict with other External/Government Advisory Statutory Bodies that he/she is serving. e.g. One should not accept nomination to an appeal board of a statutory body that one is serving in.
- 2.2 Each HKIA nominee, when appointed, is required to sign a statement declaring situation(s) of conflict of interest, if any, for information of the relevant Board and for record by the Secretariat.

Endorsed on 16 December 2008 by Council