



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

Nomination to Construction Industry Training Board

The Institute is being invited by Construction Industry Council (CIC) to nominate THREE Candidates for consideration by the CIC in making possible appointments to Construction Industry Training Board for the new term of 2 years commencing 1 January 2011.

The Construction Industry Training Board (CITB) was formed under the CIC on 1 January 2008 upon the amalgamation of CIC with the former Construction Industry Training Authority (CITA) to continue to perform the training and trade testing functions of CITA under the new name of Construction Industry Council Training Academy (CICTA). The relevant provisions of the CIC Ordinance on the composition and functions of CITB are enclosed for your reference.

The CIC aims at identifying through this nomination exercise the right talents possessing the following attributes:

- (a) good knowledge/keen interest in the training and trade testing for construction industry personnel, in particular workers and frontline site supervisory staff;
- (b) willingness to serve;
- (c) capability to represent the respective sector and contribute to the work of CITB; and
- (d) good communication skills to ensure that the deliberations of CITB is disseminated to relevant stakeholder groups as appropriate.

The above nomination is open to all general members for registering interests for being nominated. Members are advised to read the enclosed HKIA guidelines on "Nominating Members to External Government / Advisory and Statutory Bodies". Appointed HKIA nominees 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. Please refer to attachment for more details. Should you be interested in being nominated, please register your interest by completing the following reply form and return it to HKIA Secretariat by fax no. at 2519 6011 not later than 5:30pm of 21 September 2010 (Tue).

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

Reply Form To : HKIA Secretariat (Fax: 2519 6011)

I have read the HKIA Guidelines on "Nominating Members to External Government / Advisory and Statutory Bodies" and would like to register my interest for being nominated by HKIA to Construction Industry Training Board.

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: _____

Signature : _____

**Extract of Relevant Sections and Schedules in the
Construction Industry Council Ordinance (Cap 587)**

6. Supplementary functions of Council

Without limiting section 5, the Council also has the following functions –

- (a) to provide training courses for the construction industry;
- (b) to establish and maintain industrial training centres for the construction industry;
- (c) to assist, including by the provision of financial assistance, in the placement of persons who have completed training courses provided for the construction industry;
- (d) to assess the standards of skills achieved by any person in any kind of work involving or in connection with the construction industry, to conduct examinations and tests, to issue or award certificates of attendance or competence, and to establish the standards to be achieved in respect of any such work;
- (e) where it is appointed under the Construction Workers Registration Ordinance (Cap 583) as the Registrar of Construction Workers under that Ordinance, to perform the functions conferred or imposed on the Registrar by or under that Ordinance or any other enactment.

29. Establishment of Construction Industry Training Board

- (1) The Council shall establish a committee to perform its supplementary functions under section 6.
- (2) The committee established under subsection (1) is to be known in the English language as the “Construction Industry Training Board” and in the Chinese language as “建造業訓練委員會”.
- (3) The Board may do all such things as are necessary for, or incidental or conducive to, the performance of those functions.

71. Repeal

- (1) (Omitted as spent)
- (2) The CITA is dissolved.

SCHEDULE 4 – COMPOSITION, MEETINGS AND PROCEEDINGS OF BOARD, ETC.

2. Composition of Board

- (1) The Board is to consist of 13 members appointed by the Council.
- (2) Of those members—
 - (a) 4 are to be persons who, in the opinion of the Council, represent professionals or consultants connected with the construction industry;
 - (b) 3 are to be persons who, in the opinion of the Council, represent contractors in the construction industry;
 - (c) one is to be a person who, in the opinion of the Council, represents a training institute or tertiary educational institution connected with the construction industry;
 - (d) 2 are to be persons who, in the opinion of the Council, are from trade unions representing workers employed in the construction industry that are registered under the Trade Unions Ordinance (Cap 332);
 - (e) one is to be such other person as the Council thinks fit to be a member of the Board; and
 - (f) 2 are to be public officers.
- (3) The Council may not appoint a public officer under subsection (2)(a), (b), (c), (d) or (e).
- (4) The Council is to appoint a Board member to be the chairman of the Board.

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