

**BUSINESS PLAN OF BUILDING COMMITTEE
END OF YEAR 2016 REVIEW**

Objective 1: Unify the membership

ACTION PLAN			MEASURES AND MONITORING
ACTIVITY	TIMING	RESPONSIBILITY / RESOURCES	
(1) Survey BC Members for "Topics of Discussion"	Monthly BC Meeting	BC Members	Discussion Topics were collected from members through various channels, such as BC / Working Groups / Task Force Meetings etc. 4 Vice-Chairman were elected to handle issues relating to BD, ArchSD, HA and Strategic separately. Maintenance Sub-Committees, Sub-Groups & Working Groups were also form to address relevant members' concerns / issues.
(2) Membership Drive	Regular Lunch Meeting with Potential Members / Non Active Members	Panel Of BC Executives	BC Executives have actively participated in the HKCA Events; Seminars; Gatherings and Lunch Meetings with Potential Members / Non Active Members.
(3) Publish BC's achievement yearly	Year End	Secretariat Office / Consultant	Achievements to be published at the end of each year.

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Objective 2: Improve sub-contracting system including information sharing of subcontractors works

ACTION PLAN			MEASURES AND MONITORING
ACTIVITY	TIMING	RESPONSIBILITY / RESOURCES	
(1) Encourage Member to use registered subcontractor only	On-going	BC Members / Secretariat Office	HKCA Members' uses only registered subcontractors for public works. For private works contracts, members have voluntary to use registered subcontractors.
(2) Establish outstanding subcontractors / workers list	On-going	BC Members	Information was exchanged by members informally.

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Objective 3: Influence Government Procurement System

ACTION PLAN			MEASURES AND MONITORING
ACTIVITY	TIMING	RESPONSIBILITY / RESOURCES	
(1) Identify problem and meet relevant Government Departments to identify possible solution.	Monthly BC Meeting / Regular Meeting With Government Departments	BC Members / Respective Working Group	<p>Regular Meetings with varies Government Departments and public bodies such as DEVB, BD, ArchSD, WSD, HA & Hospital Authority...etc. have provided favour results.</p> <p>Examples were: -</p> <ol style="list-style-type: none"> 1. Success in lobbying the DEVB to: <ol style="list-style-type: none"> a) Brief Contractors on the proposed amendments for new / amended schemes / requirements, such as Admission / Management rules for Lists of Contractors; CWRO & CWRS...etc, b) Establish a Joint WG with CIC & Contractors to: <ul style="list-style-type: none"> - Conduct 2nd stage site trials on CIC's new recording device for CWRS

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ACTION PLAN			MEASURES AND MONITORING
ACTIVITY	TIMING	RESPONSIBILITY / RESOURCES	
			<p>to ensure its functional ability for full implementation; &</p> <ul style="list-style-type: none"> - Ensure Contractors' existing site attendance recording systems are fully compactable with CIC's proposed new recording device, c) Simplify the contract requirements on provision of site uniform to relieve the administrative burden of the Contractors, d) Not to adopt the proposed more stringent regulating action against Main Contractors for repeated convictions of Section 27 of the Public Health & Municipal Services, e) Review the Standard Base Value for Works Order under Maintenance Term

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ACTION PLAN			MEASURES AND MONITORING
ACTIVITY	TIMING	RESPONSIBILITY / RESOURCES	
			<p>Contracts.</p> <p>f) Work with Health & Safety Committee to review the Safety Management System by amending the definition of "Severe Incident" as "2 days of hospitalization & admission to ICU".</p> <p>2. Success in lobbying HA:</p> <p>a) To adopt enhanced quality control on Welding Consumable only on works related to structural safety concerns & needs ICU approval,</p> <p>b) To conduct research study to review the current requirement for not allow RMC from different cement sources in same pour,</p> <p>c) To maintain the current List Management Fee Requirement for Yr 16 -17,</p> <p>d) To have one year grace</p>

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ACTION PLAN			MEASURES AND MONITORING
ACTIVITY	TIMING	RESPONSIBILITY / RESOURCES	
			<p>period for existing HA Plumbing Sub-Contractors to apply for DEVB's Plumbing Installation Specialist Contractors listing.</p> <p>e) To improve Contractors cashflow by allowing special interim payment before Chinese New Year (i.e. for both New & Maintenance Works Contracts) ,</p> <p>f) To conduct Joint WG Meeting to review the procurement arrangement & buildability for "Queen's Hill" mega size project,</p> <p>g) To continue review / slimline the existing "Workers Wages Monitoring "system to suit different site practice facing by New Works and Maintenance Works Contractors,</p> <p>h) To conduct Joint WG</p>

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ACTION PLAN			MEASURES AND MONITORING
ACTIVITY	TIMING	RESPONSIBILITY / RESOURCES	
			<p>Meeting to review current administrative procedures to shorten overall construction period for projects,</p> <p>i) To establish Joint WG to conduct feasibility study on upcoming HA Projects,</p> <p>j) To continue review the current specifications to suit latest industrial practices,</p> <p>k) To conduct pilot run on the DCSMS Request for Inspection (RFI) on site.</p> <p>3. For HA Maintenance Works Contracts, success in lobbying HA to (i) increase expenditure on under-spending DTCs; (ii) review current S.O.R. to reflect Market Rates; (iii) postpone the proposal to adopt the DEVB's Plumbing Installation Specialist Contractors for Maintenance Contracts.</p> <p>4. Success in lobbying BD to</p>

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ACTIVITY	TIMING	RESPONSIBILITY / RESOURCES	
			<p>remove unnecessary requirements on the proposed "Record of Quality Supervision Carried Out by TCP under AP/RSE/RGE/RC Stream"</p> <p>5. Success in lobbying ArchSD to review / amend certain unreasonable low rate items from the S.O.R. for Term Contracts for Building Works,</p> <p>6. Specifications review with ArchSD & HA.</p> <p>7. PASS / MASS revamp with HA.</p> <p>8. Continue review the ERP System of HD(EMD)</p> <p>9. Success in lobbying WSD to roll out measures to facilitate the industry to resolve backlog on water services applications / approvals caused by the recently issued WSD Circular Letters.</p> <p>10. Success in lobbying Hospital Authority to have regular dialog</p>

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ACTION PLAN			MEASURES AND MONITORING
ACTIVITY	TIMING	RESPONSIBILITY / RESOURCES	
(2) Industrial enhancement by reviewing existing statutory requirements and industrial practices.	Monthly BC Meeting / Regular Meeting With Government Departments; Professional Institutions and Relevant Construction Associations / Stakeholders	BC Members / Respective Working Group	<p>with HKCA on future development issues.</p> <p>BC has: -</p> <ol style="list-style-type: none"> 1. Actively participate in CIC Task Forces / Working Groups in preparing industrial good practices / guidelines to ensure its practicality. 2. Regular meeting with DEVB to review the:- <ol style="list-style-type: none"> (i) Possible measures to improve the SLS to relieve the industry from the impact caused by labour shortage, (ii) Proposal to update the Admission / Management Rules for the Approved Lists of Contractors for eligibility of Joint Ventures to Tender Contractors, (iii) Proposal to enhance the current Contract Price

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ACTIVITY	TIMING	RESPONSIBILITY / RESOURCES	
			<p>Fluctuation System,</p> <p>(iv) Proposal regarding "Designated Workers for Designated Skills" provision under CWRO,</p> <p>(v) Proposed Procurement Approach to Enhance Price Proposal Assessment Mechanism for Public Works Tenders Consultation Paper</p> <p>(vi) Contractor Cooperative Training Scheme (CCTS), Supplementary Labour Scheme (SLS) & Advanced Construction Manpower Training Scheme (ACMTS),</p> <p>(vii) Wages Monitoring System,</p> <p>(viii) Contractor Management System.</p> <p>3. Meetings with HA to:-</p> <p>(i) Review of Quality Control on Purchasing, Delivery, Storage and Use of</p>

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ACTION PLAN			MEASURES AND MONITORING
ACTIVITY	TIMING	RESPONSIBILITY / RESOURCES	
			Materials for HA Projects, (ii) Review buildability / best construction method for individual project, (iii) Review / update the Pay For Safety / Environment System, (iv) Review the suitability of VPB / VPK for individual housing project, (v) Continue review & simplify the existing "Workers Wages Monitoring "system to suit different site practice facing by New Works and Maintenance Works Contractors, (vi) Review the current method of payment of Preliminaries to MC, (vii) Continue review of Specifications Library, (viii) Review impractical works specifications &

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ACTION PLAN			MEASURES AND MONITORING
ACTIVITY	TIMING	RESPONSIBILITY / RESOURCES	
			acceptance criteria, (ix) Comprehensive review and update the current "Schedule of Rate" for DTCs, (x) Improve works quantity on under-spending DTCs. 4. Meetings with ArchSD to:- (i) Review / update the DRAd list, (ii) Exchange update market cost information, (iii) Review / update the G.S for Building Works, (iv) Review of Design and Construction Practices for ArchSD projects to cope with labour shortage, (v) Study possible reuse of used structural steel & timber on site, (vi) Study possible green initiatives for Building Works.

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ACTION PLAN			MEASURES AND MONITORING
ACTIVITY	TIMING	RESPONSIBILITY / RESOURCES	
(3) Industrial Visits	Yearly	BC Members / Respective Working Group	<p>5. Regular meeting with WSD / Plumbing Associations to reflect Industrial concerns arise by the recently issued WSD Circular Letters and discuss possible relieve measures,</p> <p>6. Meeting with HKFEMC and various Trade Associations for a better working environment for the Construction Industry.</p> <p>Pending for suitable destination.</p>

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Objective 4: Building Committee Tasks

ACTION PLAN			MEASURES AND MONITORING
ACTIVITY	TIMING	RESPONSIBILITY / RESOURCES	
(1) To pursue for more reasonable government regulation.	On-going	BC Members / Respective Working Group	<p>Members concerns / suggestions were raised to different government departments through regular meetings / workshops and correspondences.</p> <p>Examples were: -</p> <ol style="list-style-type: none"> 1. To review and update contract provisions/requirements 2. To promote the "Security Of Payment", 3. To raise concerns on proposed HA contract requirements such as CCTS, ACMTS, SLS, Safety / Training requirements, Material Warranty and Product Certificate, Specifications on Protection of Workers on site, etc, 4. To raise concerns on unfair trading / contract conditions imposed by Client Bodies/Organizations,

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ACTION PLAN			MEASURES AND MONITORING
ACTIVITY	TIMING	RESPONSIBILITY / RESOURCES	
<p>(2) To persuade government to adopt better tender award system and consistent levels of spending on small / medium / large size projects</p>	<p>On-going</p>	<p>BC Members / Respective Working Group</p>	<p>5. To review / streamline the application procedures for SLS, 6. To review / amend departmental Circular Letters to suit latest industrial practice, 7. Possible enhancement measures to improve construction process by streamline current administration procedures.</p> <p>BC has: -</p> <ol style="list-style-type: none"> 1. Meeting with DEVB, ArchSD to raise concerns on proposals to update the Admission / Management Rules for the Approved Lists of Contractors for eligibility of Joint Ventures to Tender Contractors, 2. Written to HA to raise concerns on (i) List Management Fee Requirement, (ii) Unfair Tendering Practice, (iii) the adverse effect caused by the shortage of labour within the

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ACTION PLAN			MEASURES AND MONITORING
ACTIVITY	TIMING	RESPONSIBILITY / RESOURCES	
(3) Review Pay For Safety / Environmental Scheme for public works contracts	On-going	BC Members / EC / H&SC Members / Respective Working Group	<p>industry, (iv) possible time delay caused by additional requirements under the WSD's latest Circular Letters, etc.</p> <p>Provide comment on HA's: -</p> <ul style="list-style-type: none"> (i) Proposed specifications for "Hard Paved Concrete Panel Construction", (ii) Proposed "Initiatives to Expedite Construction", (iii) Proposal for "Volumetric Precast Acoustic Balcony", (iv) Revised specification clauses on "Safety Enhancement", (v) New draft specifications for "Off-Site Reinforcement Steel Rebars Storage and / or Prefabrication Yard".

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ACTION PLAN			MEASURES AND MONITORING
ACTIVITY	TIMING	RESPONSIBILITY / RESOURCES	
(4) To persuade CIC to condemn Unfair Contracts Conditions from Client Bodies	On-going	BC Members	Members from BC and H&SC has met DEVB and HA on separate meetings to review the existing system to enhance its effectiveness on encouraging site safety & environmental.
(5) Macau Sub-group	On-going	BC Members / Respective Working Group	Actively participate with the CIC Special Group on "Unfair Terms and Contracts"
(6) Promote Corporate Social Responsibility to uplift industrial image	On-going	BC Members / Respective Working Group	Meetings to be held upon requested
(7) To persuade HA to review the PASS / MASS system	On-going	BC Members / Respective Working Group	BC Members have actively participated in events relating to public safety, environmental and social events to uplift industrial image. Examples were:- 1. Quality Building Award 2. Quality Public Housing Construction and Maintenance

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ACTION PLAN			MEASURES AND MONITORING
ACTIVITY	TIMING	RESPONSIBILITY / RESOURCES	
(8) Adoption of Innovative Construction Technologies	On-going	BC Members / Respective Working Group	<p>Award, 3. Safety / Environmental Awards, etc.</p> <p>Regular meeting with HA to review the current PASS / MASS requirements</p> <p>Experience sharing seminar was held for Members.</p>

BUSINESS PLAN OF CIVIL ENGINEERING COMMITTEE END OF YEAR 2016 REVIEW

Objective : to forester a safe, harmonious and sustainable industry environment for CEC Members to flourish and excel in their chosen areas of specializations.

ACTION PLAN		MEASURES AND MONITORING
ACTIVITY	SCHEDULE / RESPONSIBILITY	
1) Follow up previous actions taken, and keep the following items on the agenda:		
a) To persuade clients including DEVB, MTR, & AA to adopt more equitable Allocation of Risk	On-going / CEC Members	CEC continued with regular dialogues with DeveB, Works Departments and quasi government organizations via meeting, forums, presentations, briefings, and correspondences on matters regarding the industry, upcoming projects / tenders, technical and contractual issues, .. etc.
	Completed / CEC Members	<i>The following tender / technical presentations had been arranged for Members:</i>
		<p>3rd Runway Systems Tender Schedule Presentation</p> <p>Mr Kevin Poole, Executive Director, Third Runways of the Airport Authority provided a briefing on the tender schedule of the 3rd Runway Systems to 60 Industrial Committee Members in May 2016. With the approval from the HKSAR Executive Council, the 8 year development was expected to commence in 2016 and the Airport Authority would continue to engage dialogues with CEC for contractors' involvements on the 3rd Runways development.</p> <p>Updates on the 3rd Runway System Tender Forum</p> <p>Updates on the 3rd Runways Tender Forum was successfully held in August with over 60 participants. Mr Kevin Poole, the Executive Director, Third Runways and his team introduced the 14 projects that were expected to invite tenderers in the coming 12 months.</p>

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ACTION PLAN		MEASURES AND MONITORING
ACTIVITY	SCHEDULE / RESPONSIBILITY	
		<p>Analysis on Hong Kong Airport Authority General Specifications and General Conditions of Contract - Building and Civil Works</p> <p>Dr Andy Wong of PolyU was engaged to carry out an extended study on the risk allocation of the Airport Authority's contract documents on General Specifications and General Contract Conditions. The study was based on "A study of the Risk Sharing Pattern in the Construction Projects in Hong Kong", Dr Andy Wong of PolyU analysed the captioned contract documents based on the seven risk elements. The finalized report had been distributed to all CEC Members.</p>
		<p>Seminar on the Overview of HKAA General Contract Conditions for Building and Civil Works</p> <p>Dr Dean Lewis of Pinsnet Mason and his colleagues had provided a seminar on the captioned subject in late November to over 40 HKCA Members. The seminar gave a detail-account on the historical development and pitfalls of the HKAA contract documents and after obtained advises from the in-house competition consultants on ways to ensure compliance of the Competition Ordinance, Dr Lewis had also drafted notes on the concerning risk-allocation elements of the HKAA contractual documents.</p> <p>Dr Lewis also prepared a detailed analysis of the HKAAGCC with commentary and the document had been distributed to the attendees of the seminar and CEC Members.</p>

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ACTION PLAN		MEASURES AND MONITORING
ACTIVITY	SCHEDULE / RESPONSIBILITY	
		<p>Meeting with the Airport Authority Senior Management in voicing concerns on the General Contract Conditions for Building and Civil Works</p> <p>The CEC Executive Panel & Dr Dean Lewis had meet senior management of the Airport Authority in Dec 2016 to voice concerns of the captioned documents that were addressed in a CEC Meeting held 2016. The AA Senior Management noted on our concerns and had agreed to look into those issues and would respond in due course.</p>
<p>b) To persuade clients including DEVB, MTR, & AA to adopt a more balance Tendering Assessment System on Quality / Sustainability / Price</p>	<p>On-going Task Force</p>	<p>Task Force on NEC Implementation for Public Works</p> <p>It was noted that the Development Bureau had taken Members' NEC enhancement suggestions into consideration and had revised some of the term and conditions of the NEC clauses. Meetings had been arranged to address details of the enhancements.</p>
		<p>Meetings with DevB to address issues on NEC Implementation</p> <p>On 19 April, the CEC Task Force on NEC Implementation held a meeting with DevB that was led by Mr Francis Leung, Principal Assistant Secretary (Works) to discuss the development of NEC Implementation for Public Work. The meeting was highly encouraging and DevB had identified ways to reduce the -ve cash flow impact to project interim payments and adopted procurement policy for subcontracting pre-bid agreements. Many of the concerns tabled at the last meeting were addressed by DevB. EC Harris had been appointed to develop a NEC guideline that was expected to launch in the second half of the year.</p>

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ACTION PLAN		MEASURES AND MONITORING
ACTIVITY	SCHEDULE / RESPONSIBILITY	
		<p>DevB was requested to consider the concerns of –ve cash flow for large-scale NEC projects that adopted a subcontracting payment reimbursement scheme. With increasing volume of NEC projects, main contractors would be facing additional financial burdens in meeting the working capital requirements. DevB had agreed to revise the z-clauses to allow for progress payments similar to the non-NEC projects payment conditions.</p>
		<p>Briefing on Practice Notes for New Engineering Contract - Engineering and Construction Contract for Public Works Projects</p> <p>The Development Bureau had released the NEC Practice Notes and had conducted a 2 hour briefing to HKCA Members on 17 Nov. 2016. The well attended briefing was enrolled by more than 70 participants. DevB considered the Practice Notes was a live document that would be further enhanced. The NEC Task Force would continue to work with both CEC Members and DevB to ensure Members experiences and concerns were addressed.</p> <p>It was noted that the Practices Notes had incorporated a section on “Facilitating Healthy Financial Management under Target Cost contracts” to address the “negative cash flow” concern that was voiced out by the NEC Task Force. The interim payment application would comprise of actual and estimated cost that would be assessed by the Project</p>

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ACTIVITY	SCHEDULE / RESPONSIBILITY	
		<p>Manager. There were also measures in the "Practice Notes" to speed up the interim payment cycle to reduce the impacts of subcontractor payments. It was proposed to allow contractors to submit a draft payment application 14 days ahead of payment assessment date.</p> <p>It was further suggested that these measures would be reviewed with more project implementations data. The NEC Task Force would continue to liaise with CEC Members in voicing out concerns and recommended enhancement schemes to DevB.</p>
c) To achieve an equitable Clients including DEVB, MTR, & AA Contractors' Performance Reporting System	On-going / Task Force	<p>The Task Force of MTR Project Progress had offered the following views on the MTR proposal to acquire additional funding for the XRL Projects:</p> <ul style="list-style-type: none"> i. although contractors were victims of the incident but Task Force Members would recommend to adopt a low-profile in front of general public and media. ii. observe the outcomes in both the MTR General Meeting scheduled on 1 Feb. 2016 for distribution of special dividend to shareholders and the subsequent proposal to LegCo for additional XRL funding. <p>Mr Dean Lewis of Pinsent Masons advised Members that the current MTR proposals would not affect the contractual rights of contractors.</p>

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ACTION PLAN		MEASURES AND MONITORING
ACTIVITY	SCHEDULE / RESPONSIBILITY	
		<p>MTR was the agent serving the HKSAR Government that was the owner of XRL projects and projects' contractual payments were ensured by the "Deed Poll" arrangements. However, unless additional funding was approved, Contractors were required to work harder in obtaining payments.</p> <p>The LegCo had finally approved the additional XRL funding in early 2016 and the task force had advised Members to observe the progress of their respective XRL projects and would furnish further comments to the Task Force.</p>
	On going / CEC Members	<p>CEC Members had provided comments on the following proposals from the Development Bureau :</p> <ol style="list-style-type: none"> 1. Proposed Revision of Safety Management System, 2. Proposed Revision on the List of Trades for Public Works GF527 Review of the Construction Waste Disposal Charging Scheme, 3. Proposed Tightening Up of Regulating Action against Contractors for Repeated Convictions of Section 27 of the Public Health and Municipal Services, 4. Proposed Revision to Enhanced Measures for Subcontractor Management Plan,

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ACTION PLAN		MEASURES AND MONITORING
ACTIVITY	SCHEDULE / RESPONSIBILITY	
		<p>5. Proposed Revision to Requirement on Site Uniform in Public Works Contracts,</p>
		<p>CEC Members had provided comments on the following proposals from the Construction Industry Council :</p> <ol style="list-style-type: none"> 1. Standard Form On-demand Performance Bond for the Construction Industry 2. Reference Materials for Standard Form of Domestic Sub-Contract (DSC) (Simplified Version)
		<p>CEC Members had provided comments on the following public consultations:</p> <ol style="list-style-type: none"> 1. Standard Working Hours Committee (SWHC) – Consultation on Working Hours Policy Directions <p>CEC had offered the following views in respond to the SWHC Consultation. The construction industry is already enforcing employment contracts requirements with specified working hours and rates including OT rates. A huge volume of administration resource is incurred to ensure compliance of the contractual requirements. Over the past years, workers are enjoying prosperity of the industry with substantial increase in wages and their earnings are far higher than those grassroots employees with less bargaining</p>

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ACTIVITY	SCHEDULE / RESPONSIBILITY	
		<p>power. CEC therefore recommends not to implement the big frame nor small frame and avoid any legislative interference of the market driven construction industry.</p> <p>It was also noted that the construction industry is already practicing the “big frame” that required employees entered into employment contracts specifying working hours with OT rates. There was no need to provide comments on the “small frame” that was aimed to protect grassroots employees with lower income, lower skills and less bargaining power.</p> <p>2. Minimum Wages Commission – invitation to express views – CEC considered that the construction workers were paid far more than the minimum wage and recommended to “abstain” from making any comments to the Minimum Wage Commission.</p>

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ACTION PLAN		MEASURES AND MONITORING
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		<p>CEC Members had requested to provide comments on the "A Study of the Risk sharing Pattern in the Construction Projects in Hong Kong" by the PolyU Consultancy Report</p> <p>The CEC Executives would like to offer the following suggestions concerning the coverage of risk sharing pattern for the study:</p> <ol style="list-style-type: none"> 1. Ground risk including unforeseen ground conditions, 2. Utilities risk including obtaining approvals by the statutory authorities for many building services utilities and temporary construction site facilities such as water, electricity and telecommunication. 3. Changes in legislations, many contracts required contractors to absorb the risk in amendments and implementation new legislations such as phase II of the Construction Workers Registration Ordinance; however contractors were unable to control the LegCo progress and the enforcement requirements.

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2) Public Engagement Campaign		
a) Visionary Transport Infrastructure for HK 2030	Completed by Task Force 3 rd Runway Systems	Submission to the Town Planning Board to support the development of the 3 rd Runways Systems CEC had made a submission to the Town Planning Board to voice support on development of the Draft Chek Lap Kok Outline Zoning Plan No. S/I-CLK/13 (3 rd Runway Systems) that was subsequently approved in April 2016.
b) MTR – CEC Safety Initiatives for Tunnel Works – driving safety initiative together with clients to ensure construction areas becomes a safer place for work,	On-going / Task Force on Safety Passport	It was noted that the Housing Authority was intended to implement further trials of the Safety Passport Scheme. Up to the end of 2016, there were only 1 project remained on the trial scheme. CEC Members had approved to continue to provide support to CEC Members that voluntarily adopt the scheme.
c) Others	Completed / CEC Members	CEC Members had attended the ICE Annual Dinner in June 2016.

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	Completed / CEC Members	<p>Phase II of Construction Workers Registration Ordinance (CWRO) Reasonable Measures on "Designated Workers for Designated Skills" :</p> <p>It was noted that the CIC Task Force was still accessing the various alternatives for the implementation of Phase II Construction Workers Registration Ordinance. However, the Task Force had endorsed the following updates:</p> <ul style="list-style-type: none"> i. amended the definition of "emergency incident" ii. extended the period of "emergency construction work" from 48 to 72 hours. iii. adjusted the exempted small scale construction work from 50k to 100k. <p>It was noted that the Chairman of CIC Task Force had given assurance on the quality of CWRS development and further agreed not to rollout the new CWRS unless all concerning participants were satisfied with the development.</p>

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ACTION PLAN		MEASURES AND MONITORING
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		<p>Briefing on Code of Practice for Reasonable Measures of "Instruction and Supervision"</p> <p>A briefing by CIC on the Guidelines on Arrangement of "Instruction and Supervision" had been conducted on 9 September. Participants were briefed on the compliance requirements and CIC representatives had agreed to visit Members sites to provide advice for ways to ensure compliance of Phase II of CWRO that was scheduled to implement in April 2017.</p>
3. Client – Contractor Partnership Program		
Engage with Public Works Departments / Quasi Government organizations on informal basis in a manner similar to the current MTR / CEC arrangements.	Completed / CEC Members	<p>Highways – CEC Annual Gathering</p> <p>The 2016 partnership program had been commenced in May 2016. The Highways – CEC luncheon was held on 9 May with more than 20 Highways Officials attended the event with 40 CEC participants. Members were delighted to have the opportunities to seek views from the Highways officials on the concerns of industry that included future workloads and construction experience sharing.</p>
		<p>DSD-CEC Luncheon</p> <p>The annual DSD-CEC luncheon was successfully held on 12 August with 30 CEC Members sharing their projects' and industry experiences with the senior management of the Drainage Services Department. It was</p>

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		<p>noted that the filibustering at LegCo had caused delay in approval for some of the public works, however all DSD proposed projects had been granted at the very end of the LegCo Finance Committee Meeting. DSD would continue to spearhead NEC for public work projects and were scheduling cavern developments in the next couple of years.</p>
		<p>CEDD – CEC Annual Gathering The CEDD-CEC annual partnership luncheon was successfully held on 2 September. Mr Lam, Director of CEDD led a team of CEDD senior staff to discuss projects safety and cost control measures with CEC participants</p>
		<p>Airport Authority – CEC Annual Gathering The annual partnership luncheon with the Airport Authority had been scheduled on 2 Dec at the Regal Hotel in Chek Lap Kok. The partnership luncheon was successfully held on 2 Dec with well over 40 attendees. The luncheon was fully appreciated by both CEC Members and the Airport Authority. A tender schedule updated of the Airport projects had been delivered.</p>

**BUSINESS PLAN OF PILING CONTRACTORS COMMITTEE
END OF YEAR 2016 REVIEW**

Objective and Targets	Timeframe	Responsibility / Resources	Status
Objective 1: To pursue bettering business environment and level playing field in the piling industry			
<p>1.1 Maintain close and effective working relationship with the appropriate authorities and stakeholders on matters concerning industry and technical aspects of foundation works</p> <ul style="list-style-type: none"> ▪ Building Department (BD) 	<p>On-going action</p>	<p>Fred Koo & PCC</p> <p>David Chiu</p> <p>K W Lai</p>	<ul style="list-style-type: none"> ▪ The PCC-BD informal meeting was held on 4.8.2016 and reviewed a variety of issues including the new foundation code, BA14 acknowledgement, purchaser's test on bond property for grade 500 steel, E-form and some technical piling issues etc. Views had been exchanged to navigate relevant problems. ▪ PCC has representative sitting on the Technical Committee on the Code of Practice for Foundation to help advocate our priorities and interest. Drafting of the new foundation code was completed for final round consultation. ▪ PCC has representative sitting on the Technical Committee on the Code of Practice for Site Supervision.

**BUSINESS PLAN OF PILING CONTRACTORS COMMITTEE
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Objective and Targets	Timeframe	Responsibility / Resources	Status
<ul style="list-style-type: none"> ▪ Housing Department (HD) 		Fred Koo & PCC	<ul style="list-style-type: none"> ▪ PCC participated actively in various meetings with Housing Department to provide view points and suggestions to push for stable and sustainable piling workload, enhance procurement system, and streamlining procedures and working conditions for public housing projects. Issues discussed included: <ul style="list-style-type: none"> – Labour resources issues such as the senior workers registration arrangement, “Designated Workers Designated Skills”, etc. – Action plans for compliance with DWDS and starting trial in new piling tenders in the 4th quarter. – Enhanced technical proposal for two-envelope tendering system – Use of non-road mobile machinery NRMM (for the type of crawler crane and excavator) and installation of retrofit abatement device – Control systems for quality and materials including site quality control of welding electrodes – Concrete supply, programming and works – Off-site rebar storage and prefabrication yards – Increase of construction waste disposal charges – Purchaser’s test for bond property of grade 500 rebar

**BUSINESS PLAN OF PILING CONTRACTORS COMMITTEE
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Objective and Targets	Timeframe	Responsibility / Resources	Status
Development Bureau		Fred Koo & PCC	<ul style="list-style-type: none"> - Etc. ▪ In 2016, PCC ran the following meetings with HD: <ul style="list-style-type: none"> - 4 Breakfast/quarterly meetings with HD Deputy Director on 26.2.2016, 18.8.2016, 17.10.2016 and 18.11.2016 - 4 Recurring HD-PCC Liaison meetings on 22.1.2016, 21.4.2016, 18.7.2016 and 18.10.2016 - 11 Recurring HD-PCC meetings of project specific consultation work to tap PCC's input on the determination of contract period, construction method and others. ▪ PCC met with DevB on 11.1.2016 and 3.5.2016 to furtherance discussion of the problem of insufficient approved NRMM crawler crane and excavator for piling contractors to surpass the new requirement of NRMM in the Technical Circular (Works) No. 1/2015. A possible solution might be worked out by using the escape clause in the technical circular, provided that the clause should be carefully spelled out in details.

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Objective and Targets	Timeframe	Responsibility / Resources	Status
		PCC	<ul style="list-style-type: none"> ▪ PCC went through the details of DWDS and listed out the associated works of bored piles, percussive piles and other piling works for review of CIC on 28.6.2016. In response CIC clarified the following which were welcomed by PCC : <ul style="list-style-type: none"> – Connection of reinforcement cages might be carried out by registered construction workers – Concreting by tremie method might be carried out by registered construction workers.
Objective 2: To promote good practice in piled foundation works			
2.1 Exchange experience and knowledge with counterparts in major cities in Asia	2016	PCC / Secretariat	<ul style="list-style-type: none"> ▪ PCC representatives met with Macau Construction Association and the Macau Occupational Safety & Health Department on 19.2.2016 to exchange development and experience in using lifting appliance to carrying workers for bored piling working in Hong Kong.
2.2 Agree on focus of experience / knowledge sharing	2016	PCC	<ul style="list-style-type: none"> ▪ PCC members attended the HD DCD Mini Workshop with the theme on "Innovative Technology, Best Practice and System for Construction of Public Housing" on 14.12.2016. Members had input on some of the presentations.

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Objective and Targets	Timeframe	Responsibility / Resources	Status
	2016	Fred Koo & PCC	<ul style="list-style-type: none"> ▪ PCC representatives attended the HD Joint Workshop for Ready Mixed Concrete Quality & Supply Chain Sustainability on 24.6.2016 and signed a charter to symbolize the kick-start of the continuous communication and mutual support to ensure quality and steady supply of concrete for better project results.
Other Business			
3.1 Annual fee of PCC	2017	PCC	<ul style="list-style-type: none"> ▪ PCC unanimously agreed to collect the member annual fee in an amount of \$15,000 for 2017.

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Objective and Targets	Timeframe	Responsibility / Resources	Status
Objective 1: To pursue bettering business environment and level playing field in the GI industry			
<p>1.1 Maintain close and good working relationship with the appropriate authorities and stakeholders on matters concerning industry and technical aspects of GI works</p> <ul style="list-style-type: none"> ▪ Geotechnical Engineering Office (GEO) ▪ Construction Industry Council (CIC) 	<p>On-going action</p>	<p>Edward Cheng & SICC</p> <p>James Lam</p>	<ul style="list-style-type: none"> ▪ The regular GEO-SICC Liaison meetings were held on 13.6.2016 and 1.12.2016 and reviewed a variety of issues, e.g. grade III rock payment, N60 SPT, designated workers for designated skills, fair contract terms and SoR items and rates, NEC, etc. ▪ SICC cooperated with CIC on joint action for manpower training and trade test for ground investigation operators. Statistics and information about the trade test for GI operators was provided regularly by CIC.

**BUSINESS PLAN OF SITE INVESTIGATION CONTRACTORS COMMITTEE
END OF YEAR 2016 REVIEW**

Objective and Targets	Timeframe	Responsibility / Resources	Status
		Edward Cheng & SICC	<ul style="list-style-type: none"> ▪ SICC worked closely with CIC through meetings on feasible problems of the "Designated Workers for Designated Skills" DWDS requirements on GI works. Major actions taken included: <ul style="list-style-type: none"> – SICC and CIC co-organized the briefing session for SICC, GEO, ArchSD and HD on 17.3.2016 on the implementation details of DWDS for GI works. . – CIC/SICC Meeting on 27.7.2016 further discussed the detail arrangement on the implementation of DWDS requirements for GI works. DevB, GEO and HD also joined. – SICC wrote to CIC on 9.9.2016 to express concerns and suggestions in the implementation of DWDS. It was pointed out that some GI associated works still required clarification on the DWDS requirement, e.g. drill-hole backfilling, timber shoring for excavation related to GI, chunam plastering to slope, reinstatement of paving blocks after GI work, piezometer covers or drill-hole marker, etc. Reply was received from CIC on 18.10.2016.

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Objective and Targets	Timeframe	Responsibility / Resources	Status
<ul style="list-style-type: none"> ▪ Housing Department (HD) 		Edward Cheng & SICC	<ul style="list-style-type: none"> – In November CIC published the Frequently Asked Questions FAQ about DWDS and made the following clarification which was welcomed by SICC: <ul style="list-style-type: none"> “ <i>Backfilling the drill-hole upon completion of ground investigation work under the Ground Investigation Operator/Driller/Borer (C320) involves mainly the delivery of material to fill up the drill-hole. Since non-pressure grouting work is not within the skill description of Grouting Worker (321), in general, such work may not be required to be carried out by Grouting Worker (321).</i> ” ▪ SICC members attended the session organized by HD on 22.7.2016 for the recent review on the structure of technical proposal for HA Ground Investigation Term Contract. HA also gave a presentation on their GIPASS review.
Objective 2: To promote good practice in GI works			
2.1 Review/upgrade the Driller’s Manual and Handbook	2016-2017	BC Tam & WG	<ul style="list-style-type: none"> ▪ SICC set up a working group to review and update the Drillers’ Manual and Handbook with the view to enable it to be more suitable to the local practices in Hong Kong.

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Objective and Targets	Timeframe	Responsibility / Resources	Status
2.2 Developing the Site Safety Handbook for GI Works	2016-2017	SK Li & WG	<ul style="list-style-type: none"> ▪ SICC commissioned YY Wong Safety Consultants Ltd in June to develop the Site Safety Handbook for GI works. ▪ The handbook was intended to serve as handy reference to frontline management teams in managing certain critical and accident-prone site safety issues. It was also expected as an industry standard benchmarking safety performance of the GI sector. ▪ The first draft was completed in November for review of SICC.
Objective 3: To develop a succession plan for the GI industry			
3.1 Liaise with CIC on various training courses for drillers and drilling labours, and statistics for trade test certified drillers in the GI market.	Ongoing action	James Lam	<ul style="list-style-type: none"> ▪ The information was uploaded at CIC website for the benefit of practitioners for easy reference.
3.2 Attraction plan for the youngsters to join the GI industry	2016-2017	SICC	<ul style="list-style-type: none"> ▪ Continued the HKCA SICC Scholarship for the academic year 2016-2017 for HKU students.
Other Business			
4.1 Annual fee of SICC	2017	SICC	<ul style="list-style-type: none"> ▪ SICC unanimously agreed to collect the member annual fee in an amount of \$9,500 for 2017.

**BUSINESS PLAN OF SMALL & MEDIUM ENTERPRISE COMMITTEE
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Objective1: Unify membership

ACTION PLAN		MEASURES / STATUS
ACTIVITY	SCHEDULE / RESPONSIBILITY	
(i) Regular meetings for discussions in issues regarding to SME	Monthly / SME members	SME continued to meet monthly to review on the progress of Working Groups, discussion on government consultations and identified new ways to assist SME Members in their chosen areas of operations.
(ii) SMEC member gatherings	Monthly / SME members	SME continued the monthly gatherings.
(iii) Provide SME related updates SME Digest	On-going / SME members	Updating of SME via, meetings, seminars, briefings and fax & emails. The first SME Digest was published in July 2016 and Mr Alfred Tang, Vice-SME Chairman had been acting as editor of the bi-annual publication that was aimed to facilitate communication with SME Members. The publication would be focused on the Group Purchasing Schemes including safety equipment, eco-construction materials and the HKCA Insurance Facility 2016.
(iv) Inviting new members	On-going / SME members	SME Members had been actively recruiting new members & potential members in joining the Committee.
(v) Review and enhancements on SME scope of activities	Annually / SME Executive Panel	The SME Executive Panel met at the end of last year to review on the 2016 activities and their recommendations were: a. Construction Insurance / Stock Facility Working Group would pursue Willis to come up with proposals to allow SME members to participate.

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ACTION PLAN		MEASURES / STATUS
ACTIVITY	SCHEDULE / RESPONSIBILITY	
		<p>b. SME Wish List Working Group had pursued DevB and Trade & Industry Department to develop funding schemes tailored for SME contracting companies.</p> <p>c. Newsletter : to effectively communicate with SME Members, the SME Executives agreed to continued with the biannual SME Newsletter that would include group procurement information, various task forces updates and technical articles to assist SME company staff.</p> <p>d. Seminars & briefings : would like to conduct the following seminars in the coming year.</p> <p>2 half-day course on "Final Preparation for Authorized Signatory Interview", with a propose fee of HKD8,000 per head. Continue to support HKGBC on training courses for Beam Affiliate for HKCA Members.</p> <p>Explore with HKICM on training courses for Registered Construction Supervisors and Construction Managers.</p> <p>Continue with seminars on noise permit, green building schemes. Fire Services Regulation and would limit to no more than 1 per each month.</p>

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Objective 2: Enhance members' knowledge on specific skills to strengthen the competitive power in construction industry.

ACTION PLAN		MEASURES / STATUS
ACTIVITY	SCHEDULE / RESPONSIBILITY	
(i) Professional training course a) AS training course (Co-organized with HKICM)	On-going Working group on AS Training SMEC members	2 training courses on "How to prepare for Authorized Signatory Interview for Construction Practitioner" were held on April and Nov 2016. The AS Training course was jointly organised with the Hong Kong Institute of Construction Managers and were attended by participants who were expected to become or renewing the Authorized Signatory. The course was aim to prepare participants with interview techniques, introduction to the Building Ordinances, current codes of practice for construction practitioners. Speakers including SME Chairman Mr Eddie Lam & Hon Treasurer Ir Daniel Sham who would share their insight and experience.
(ii) Seminars	Completed SMEC members	<p>AproPlan Seminar A seminar on a mobile inspection application known as AproPlan was introduced to SME Members on 4 March 2016. Mr Stephen Au of MTECH Engineering Co. Ltd. has offered 10 free licenses for SME Members to use the cloud-based application for development of construction projects.</p> <p>Seminar on the introduction and implementation of the Fire Safety (Buildings) Ordinance and on the certification requirements for fire service installation (FSI) plans : the seminar was held in June 2016 with the Fire Services Department and was attended by more than 90 HKCA Members staff.</p>

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ACTION PLAN		MEASURES / STATUS
ACTIVITY	SCHEDULE / RESPONSIBILITY	
		<p>HKCA Insurance Facility</p> <p>A workshop was conducted to well over 50 participants in June 2016 to introduce the "HKCA Insurance Facility" that was exclusively offered to only HKCA Members.</p> <p>With aim to enhance the attractiveness of the facility, the Willis team had been working with their insurance agents for additional enhancements and they had provided a short briefing on the enhanced Facility at the SME Committee Meeting on 11 Nov. 2016.</p>
(iii) Overseas Visit :	In progress SMEC members	<p>Due to the outbreak of the Zika Virus and the issue of Amber travel alert for Singapore by the HK Authority, the SME Committee had confirmed to defer the overseas visit that was originally scheduled in Nov 2016.</p> <p>The deferred visit to Singapore was now rescheduled to March 2017. The SME Executive Panel agreed to schedule a visit to Singapore with aim to learn their approach to assist and facilitate SME companies. HKICM Members would also be invited to participate the tour.</p>

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Objective 3: Establish a construction resources platform to increase co-operating opportunities, and also to support environmental work and recycling waste materials.

ACTION PLAN		MEASURES / STATUS
ACTIVITY	SCHEDULE / RESPONSIBILITY	
(i) Establish a website platform for members to exchange building and construction resources	Trial completed Working group on Website Trading Platform	The trial e-platform developed by the Hong Kong Green Building Council Limited that was known as HK G-Share had been conducted. The e-platform was aimed to equip the construction industry to share building and construction resources. After the trial period of 6 months, the Working Group recommended to hold the promotion of the platform for further analysis and made further recommendations on the updates of the platform.
(ii) BEAM Affiliate Training and Examination Programme	Completed SME Members	BEAM Affiliate Training and Examination Programme The 5 th & 6 th intakes of the BEAM Affiliate Training and Examination Programme were held in May & Nov. 2016. HKCA was one of the sponsoring organization and HKCA Members would enjoy a 25% discount for the training and examination fee. The Beam Affiliate program was aimed to equip participants with knowledge in the areas of design, construction, operation, maintenance and BEAM Plus rating tools.

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Objective 4: To reflect opinions to government departments and organizations in order to enhance the development of construction industry.

ACTION PLAN		MEASURES / STATUS
ACTIVITY	SCHEDULE / RESPONSIBILITY	
(i) Security Service	On-going Working group on Security Service	<p>The Working Group met City Security Services Group on 8 Sept. to discuss on a web based solution for site security. The initial discussion was confined to remote sites with storage facility. The City Security Services Group was preparing a proposal for further discussion with the working group.</p> <p>The Working Group would work with other security service providers to consider developing schemes for HKCA Members.</p>
(ii) Group Insurance Scheme	On-going Working group	<p>HKCA Construction Facility Program – Insurance Proposal</p> <p>Willis Towers Watson had finalized the Construction Facility Proposal for Contractors All Risk / Third Party Liability Insurance and Employees’ Compensation Insurance. The proposals provided covers for private projects up to 150million with a maximum contract period of 48 months. The premium rates would be based on the safety performance of contractors that would be categorized with Gold, Silver and Bronze status. The SME Executives had been assessing the details of the proposals and would make recommendations to the Executives for further discussion.</p> <p>A workshop was held on 10 June 2016 by Willis Tower Watson to introduce the exclusive offer by HKCA Members. Well over 30 Members signed up with over 50 participants attended the workshop. The Willis team was now promoting the facility to the</p>

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ACTION PLAN		MEASURES / STATUS
ACTIVITY	SCHEDULE / RESPONSIBILITY	
		<p>participants individually. The first round of promotion is expected to complete by Sept. 2016 and a second workshop would be scheduled in early Oct. 2016.</p> <p>The Willis representatives had made a briefing to SME Committee on their proposed enhancements of the HKCA Insurance Facility on 11 Nov. 2016. The pros and cons were discussed and the proposed enhancements were attached. The Task Force would further discussed and provided improvement suggestions of the facility.</p>
(iii) Group Purchasing	On-going Working group	<p>Safety Helmet offered by Asia Pacific Industrial Safety Equipment : an exclusive deal to offer HKCA Members on "Delta Plus" ZIRCON1 safety Helmet at a discount price of HKD 25 each had been agreed with Asia Pacific. Each HKCA Member was entitled for acquiring a maximum of 80 pcs. Please refer to the attached quotation for details</p> <p>HKCA AUGREEN discount Scheme" : CaSO (HK) Contracting Co. Ltd. had offered 4 Augreen block wall products under the scheme. The details arrangement had been notified to all HKCA Members who were entitled to acquire the Augreen Block products with a maximum discount of 15%. Based on the current quotation, HKCA Members could also negotiate with CaSO on other commercial terms and conditions including installation services.</p>

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ACTION PLAN		MEASURES / STATUS
ACTIVITY	SCHEDULE / RESPONSIBILITY	
(iv) SME Wish List	On-going Working group on SME Wish List	<p>Meeting with DevB on assistant to SME Contracting Companies</p> <p>On 19 April, the SME Executives held a meeting with DevB representatives that led by Mr Francis Leung, Principal Assistant Secretary (Works) to discuss the support measures of 2016-17 Budget for SME. It was concluded that the current measures proposed by the Financial Secretary could not assist SME contracting companies. The SME Committee would formulate suitable measures and DevB would assist to voice-out our concerns and needs to the Trade and Industry Department.</p> <p>Hon A Shek had assisted in arranging meetings with DevB and TID to address the concerns for the SME Committee. The Working Group would engaged both DevB and TID to seek measures to support SME Members.</p>
(v) Review the levy threshold	On-going SMEC members	<p>Letters to CIC and Pneumoconiosis Compensation Fund Board (PCFB) to recommend review of the threshold of their levies</p> <p>With aim to reduce the administrative burden for contractors, the SME Committee requested the Construction Industry Council (CIC) and Pneumoconiosis Compensation Fund to update on the threshold of their levies. Letters had been sent to CIC and PCFB to requested consideration in raising the threshold of the 3 standard levies from \$1M to \$10M.</p> <p>CIC & PCFB had concurred to consider in raising threshold of the levies from \$1M to \$3M.</p>

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ACTION PLAN		MEASURES / STATUS
ACTIVITY	SCHEDULE / RESPONSIBILITY	
(vi) Inspection backlogs for testing of Fire Service Installations and Equipment	Completed	Letter to the Fire Services Department to voice concerns on the backlogs of Inspection and Testing of Fire Service Installations and Equipment. The SME Committee had filed a complaint to the Director of Fire Services on the delay experienced by Members in the application of inspection and testing of Fire Services installation.
(vii) BIM system	On-going SMEC members	The initiative has been consolidated under the SME Wish List.
(viii) URA Sample BQ	On-going SMEC members	URA Sample BQ for rates on building repair & maintenance works The SME Chairman Mr Eddie Lam met the Managing Director of Urban Renewal Authority, Ir Wai Chi Shing to discuss various measures for building rehabilitation. The URA would like assistance from our Members for providing schedule of rates for building repair & maintenance and also provided comments on the tender documents for building rehabilitation works. The requests would be circulated shortly to other industry committees for seeking views and comments.
(ix) Consultations	On-going SMEC members	The SME Committee had been providing comments and views on the following government consultations: a. Proposed Expansion to the Equipment List of Quality Powered Mechanical Equipment (QPME) System b. the Guidance Notes (GN) on Safe Use of Lorry-mounted Crane c. Proposed Revision to Requirement on Site Uniform in Public

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ACTION PLAN		MEASURES / STATUS
ACTIVITY	SCHEDULE / RESPONSIBILITY	
		<p>Works Contracts</p> <p>d. Proposal on Provision of Refresher Course for Registered Minor Works Contractors</p> <p>e. Proposed Tightening Up of Regulating Action against Contractors for Repeated Convictions of Section 27 of the Public Health and Municipal Services</p> <p>f. Proposal on Greener Dissemination of Tender Drawings</p> <p>g. Proposed Revision to Enhanced Measures for Subcontractor Management Plan</p>

**BUSINESS PLAN OF ENVIRONMENTAL COMMITTEE
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Objective and Targets	Timeframe	Responsibility / Resources	Status
Objective 1: To pursue bettering our members' environmental performance and streamlining compliance of environmental regulations and non-statutory requirements			
<p>1.1 Actively reflect our members' views to relevant Government Department and Officers on promulgation and/or enforcement of statutory regulations and requirements</p> <ul style="list-style-type: none"> ▪ Environmental Protection Department (EPD) 	<p>On-going action</p>	<p>EC</p> <p>Secretariat</p>	<ul style="list-style-type: none"> ▪ Submitted views for consideration of the industry committees and the main council of the following: <ul style="list-style-type: none"> – Expansion to the equipment list of QPME to include 3 more items, namely air compressor, hand-held percussive breaker and concrete crusher. – Increase of application fee for Construction Noise Permit and Noise Emission Labels for air compressor or hand-held breaker ▪ Disseminate the following environmental message of EPD to HKCA members for attention: <ul style="list-style-type: none"> – From 1.12.2015, all NRMM for use in construction sites must be approved or exempted by EPD and bear an approval or exempted label issued by EPD.

**BUSINESS PLAN OF ENVIRONMENTAL COMMITTEE
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Objective and Targets	Timeframe	Responsibility / Resources	Status
<ul style="list-style-type: none"> ▪ Development Bureau (DevB) 		<p>EC</p> <p>Ben Ho & WG</p>	<ul style="list-style-type: none"> - Increase of construction waste disposal charge with effective from 7.4.2017. ▪ Submitted views for consideration of the industry committees and the main council of the following: <ul style="list-style-type: none"> - Support adoption of B5 diesel for non-road based machinery in new public works contracts for tenders invited from early 2016. ▪ EC took the liberty to revisit contents of the technical circular TC(W) 19/2005 and provide recommendations for further review of the industry committees.
<p>1.2 Participate through the Hong Kong Green Building Council and Construction Industry Council Committee on Environmental and Technology to reflect views in industry issues and put forward suggestions</p>	<p>On-going action</p>	<p>Barry Sin</p> <p>Ringo Yu</p> <p>Ringo Yu /</p> <p>Stephen Yim</p>	<ul style="list-style-type: none"> ▪ HKCA Representatives participated through various committees, task group, etc. to help advocating members' priorities and interest on any recommended environmental initiatives: <ul style="list-style-type: none"> - The Board of Directors of HKGBC. - The CIC Committee on ENT. - The CIC TG on schematic design for application of RFID, GPS and Sensor Technology in monitoring the movement of construction waste.

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Objective and Targets	Timeframe	Responsibility / Resources	Status
<p>1.3 Maintain close and good working relationship with the appropriate authorities and stakeholders to push for better environmental performance</p> <ul style="list-style-type: none"> ▪ Environmental Protection Department (EPD) 	<p>On-going action</p>	<p>Ringo Yu / Stephen Yim / Tony Yam / Lighting Chan / Ben Ho / Patrick Tang</p> <p>Barry Sin / Stephen Yim / KW Lai / Tommy Lee / Patrick Tang</p>	<ul style="list-style-type: none"> ▪ Vice-President and EC Panel members met with the directorates of EPD on 28.10.2016 for cooperation in environmental achievement. Discussions included the following: <ul style="list-style-type: none"> – CNP application – Renewal criteria of QPME label for an existing QPME – Marine sediment disposal – Enhancement measures for reduction of construction waste – Collaboration on environmental training ▪ An EC and EPD joint working group was formed on quiet construction to take forward a number of technical options and activities to improve noise impact control of construction activities. 3 WG meetings were held in 2016.

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Objective and Targets	Timeframe	Responsibility / Resources	Status
1.5 Disseminate important environmental message to our members for particular attention.	On-going	Secretariat	<ul style="list-style-type: none"> ▪ Provide bi-monthly report of environmental aspects to the Industry Committees.
Objective 2: To sustain promotion of green construction to improve the environment			
2.1 Proactive participation in various green campaigns with the Government and stakeholders and support to drive improvement on low carbon and clean energy construction in Hong Kong	2016	Patrick Tang	<ul style="list-style-type: none"> ▪ Collaborated with DevB on the Considerate Contractors Site Award Scheme CCSAS 2016 and joined the Judging Panel for the Outstanding Environmental Management & Performance Award.
2.2 Promote and keep abreast of new environmental initiatives and green technology for use in construction industry	2016	Secretariat	<ul style="list-style-type: none"> ▪ The English and Chinese guidebook "Construction Innovative Environmental Practices" were published in May and August respectively.
	2017	Stephen Yim / Barry Sin / Secretariat	<ul style="list-style-type: none"> ▪ EC is looking for an independent expert study for standardization of hoarding/covered walkway design in Hong Kong. Proposal for the expert study were invited from HKPolyU and AECOM.
	2017	EC / Secretariat	<ul style="list-style-type: none"> ▪ EC is looking forward to develop a new series of environmental toolbox training kit in 2017.

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Objective and Targets	Timeframe	Responsibility / Resources	Status
2.3 Continue organize the "Hong Kong Construction Environmental Awards" in collaboration with Environmental Protection Department and stakeholders	2016	Tony Yam / Secretariat	<ul style="list-style-type: none"> ▪ Continued collaboration with EPD, DevB, HKGBC and REDA organizing the "HKCA 2016 Hong Kong Construction Environmental Award" Programme: <ul style="list-style-type: none"> – Working Group and EPD meeting in January to review the judging criteria of the HKCA award scheme for 2016 – Application started in August and fall in September. – The award campaign attracted 37 entries for "Environmental Merit Award". – 26 Members won the "Environmental Merit Award". – Awards were presented at a ceremony on 8.12.2016.
2.4 To boost ties with industry stakeholder	Ongoing action	EC	<ul style="list-style-type: none"> ▪ EC exchanged experience and opinions with Business Environmental Council on BEAM Plus credits relating to construction stages on 19.10.2016.
Objective 3: To promote broad awareness of the importance of the protection of our environment and nurture an enduring green culture in the construction industry			
3.1 Continue organize environmental conference, seminars, lunch talks, etc. with the themes evolved and shaped by the industry's interests and needs <ul style="list-style-type: none"> ▪ Environmental Seminar for Small Works Contractors 	2016	Secretariat	<ul style="list-style-type: none"> ▪ EC collaborated with EPD and HKIS organized the seminar on 26.4.2016. Over 200 participants attended.

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Objective and Targets	Timeframe	Responsibility / Resources	Status
<ul style="list-style-type: none"> ▪ HKCA/HKIOA One-day Symposium on Construction Noise 2016. "Buy & Build Quiet" 	2016	Barry Sin / Henry Lam / Tommy Lee / Secretariat	<ul style="list-style-type: none"> ▪ EC collaborated with EPD and HKIOA organized the large symposium of quiet construction on 27.7.2016 with more than 260 participants attended. 3 site visit programmes were organized on 28.7 and 30.7 respectively with more than 100 practitioner participated.
3.2 Promote the latest environmental information and knowledge sharing to members	Ongoing action	Secretariat	<ul style="list-style-type: none"> ▪ Members were kept abreast of all the promulgation / development of the new regulations, requirements, etc. with relation to environmental issues via council report, website, e-bulletin, correspondences, etc.

**BUSINESS PLAN OF HEALTH AND SAFETY COMMITTEE
END OF YEAR 2016 REVIEW**

Objective and Targets	Timeframe	Responsibility / Resources	Status
<ul style="list-style-type: none"> ▪ Development Bureau (DevB) 		<p>HSC</p> <p>Secretariat</p>	<ul style="list-style-type: none"> - Draft guidance notes on safe use of lorry-mounted crane ▪ Submitted views for consideration of the industry committees and the main council of the following: <ul style="list-style-type: none"> - Proposed revisions of Safety Management System Review on 12.1.2016 - Met with DevB on 12.2.2016 to table our counter arguments and to fine-tune the details of the revised safety management system. It was subsequently agreed in principle at the meeting that "2 days of hospitalization and admission to ICU" would be considered as "severe incident".
<ul style="list-style-type: none"> ▪ Construction Industry Council (CIC) 		<p>HSC</p> <p>Alfred Leung</p>	<ul style="list-style-type: none"> ▪ Submitted views for consideration of the industry committees and the main council of the following: <ul style="list-style-type: none"> - Draft guidelines on work-above-ground safety - Draft COP on avoiding danger from gas pipes - Enhancement of mandatory basic safety training course ▪ HSC Vice-chairman attended an ad hoc meeting with CIC, government departments and industry stakeholders on 20.10.2016 to discuss possible

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Objective and Targets	Timeframe	Responsibility / Resources	Status
			measures and to give recommendations for protecting the safety of road maintenance workers and drivers.
1.2 Participate through the Construction Industry Council Committee on Construction Site Safety to reflect views in industry issues and put forward suggestions	Ongoing action	Allan Chan Allan Chan Jimmy Ng Alfred Leung Alfred Leung Clint Lo K L Mak	<ul style="list-style-type: none"> ▪ HKCA has representative sitting on the Committee on Construction Site Safety to share our views and put forward suggestions to enhance construction safety. ▪ HKCA has representatives in the following active task force/groups under the Committee on CSS: <ul style="list-style-type: none"> – Task Force on application of innovative design to enhance construction safety – Task force on site housekeeping – Task force on work safety of repair, maintenance, alterations and additions (RMAA) sites – Task force on site safety of working in lift shaft – Task force on safety of bamboo scaffolds – Task group on safety of lorry-mounted cranes
1.3 Maintain close and good working relationship with the appropriate authorities and stakeholders to push for better safety performance <ul style="list-style-type: none"> ▪ Labour Department (LD) 	On-going action	HSC Panel Members & Task Groups TG David Lee & TG	<ul style="list-style-type: none"> ▪ Regular dialogues with LD via meetings, correspondences, etc. on matters concerning

**BUSINESS PLAN OF HEALTH AND SAFETY COMMITTEE
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Objective and Targets	Timeframe	Responsibility / Resources	Status
<ul style="list-style-type: none"> ▪ Development Bureau (DevB) ▪ Housing Department (HD) 		<ul style="list-style-type: none"> David Lee & TG Jimmy Ng & TG Jimmy Ng & TG CS Lam & TG 	<ul style="list-style-type: none"> – construction safety which included the following: <ul style="list-style-type: none"> – Fatalities in construction industry in 2015 – Restriction on use of ladders – Implementation of CIC guidelines on planking arrangement for providing working platforms on bamboo scaffolds – Safe operation of lorry-mounted cranes – Suspension notice ▪ TG met with SME Committee on 16.8.2016 to discuss possible working collaboration between LD and SME Committee to further promote OSH. ▪ TG attended a meeting on 12.1.2016 to consolidate reply to the DevB’s proposal to update the safety management system. ▪ TG attended a briefing meeting by DevB on 8.11.2016 on their latest proposal of revisions to safety management system. . ▪ Regular dialogues with HD via meetings, correspondences, etc. on matters concerning construction safety which included the following:

**BUSINESS PLAN OF HEALTH AND SAFETY COMMITTEE
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Objective and Targets	Timeframe	Responsibility / Resources	Status
<ul style="list-style-type: none"> ▪ Hong Kong Subcontractor Association (HKCSA) 		Alan Chan and HSC	<ul style="list-style-type: none"> – Seminar on prevention of falling objects for construction industry on 18.1.2016 – Seminar on working safety above ground and housekeeping on 16.11.2016 ▪ HKCA president and HSC met with HKCSA on 21.7.2016 to discuss safe working on bamboo scaffold. An initiative to promote erection of full working platform with closely boarded to bamboo scaffold was discussed.
1.4 Disseminate important safety message to our members for particular attention	On-going	Secretariat	<ul style="list-style-type: none"> ▪ Updated monthly record of fatality accident in construction industry and reported to Council. ▪ Provide bi-monthly report of safety aspects to Industry Committees. ▪ Kept members timely posted on the newly issued guidelines, safety alerts, safety messages, etc.
Objective 2: Sustaining health and safety promotion programme in collaboration with all stakeholders within the construction industry			
2.1 Set safety targets that our working environment would reach to the standards of global best practice	2016	HSC / Secretariat	<ul style="list-style-type: none"> ▪ Conducted accident statistic survey for the year of 2015 in March 2016. ▪ HKCA members averaged at 10.55/1000 accident rate in 2015. Total no. of fatality as marked for our members'

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Objective and Targets	Timeframe	Responsibility / Resources	Status
			<p>sites was 9.</p> <ul style="list-style-type: none"> ▪ To balance the surge of workloads, the safety performance target for 2016 was set the same as 2015 as below: – Accident rate/1000 workers: 9
2.2 Proactive participation in various safety campaigns with the Government and stakeholders and support to drive improvement on better workplace safety	2016	Secretariat	<ul style="list-style-type: none"> ▪ Collaborated with DevB and CIC to organize the Construction Safety Week (CSW) during 25.5.2016 – 27.5.2016 with the goal in achieving “Zero Accident” through sustained promoted efforts. HKCA took lead of the working team to organize the CSW Site Visits.
2.3 Promote and keep abreast of new safety initiatives and technology for use in construction sites	2016	Secretariat	<ul style="list-style-type: none"> ▪ Collaborated with DevB and CIC to organize the “Innovative Safety Initiative Award” in 2016: – Award campaign launched in January 2016 and attracted 121 entries – HKCA Participated in the screening and assessment process – Results announced in May 2016. – Organized the award presentation ceremony on 25.5.2016 – All submissions were posted on the Construction Safety Week official web-site for sharing to public

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Objective and Targets	Timeframe	Responsibility / Resources	Status
<p>2.4 Continue organize various safety award programmes in collaboration with the Government and stakeholders</p> <ul style="list-style-type: none"> ▪ HKCA Proactive Safety Contractors Award and Safety Merit Award ▪ Development Bureau (DevB) ▪ Labour Department (LD) ▪ Occupational Safety & Health Council (OSHC) 	<p>2016</p>	<p>Secretariat</p> <p>Secretariat</p> <p>Secretariat</p> <p>Secretariat</p>	<ul style="list-style-type: none"> ▪ Proactive Safety Contractors Award and Safety Merit Award 2016 <ul style="list-style-type: none"> – Reviewed judging criteria and launched the Awards in March 2016 – The award campaign attracted 43 entries – 18 Members won the “Proactive Safety Contractors Award” and – 10 members won the “Safety Merit Award” – Results were announced in July 2016 and the awards were presented at a ceremony held on 22.9.2016 ▪ Considerate Contractors Site Award Scheme 2016 ▪ Construction Industry Safety Award Scheme 2016/2017, safety roving exhibition, and award presentation ceremony carnival ▪ 2016 Construction Safety Award, 2016 Occupational Safety & Health Award, 2016 RMAA Safety Promotion Campaign and Caring Construction Site Award Scheme.

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Objective and Targets	Timeframe	Responsibility / Resources	Status
2.5 Disallowing use of ladders for work-above ground	2016	HSC / Secretariat	<ul style="list-style-type: none"> ▪ Printed a batch of promotional stickers about safety hazards to members for free. Contractors and workers were expected to consider the safety benefit of using alternatives to ladders and plan to change their work practices where possible.
Objective 3: Inculcating a safety culture at all levels in the construction industry			
3.1 Continue organize safety conference, seminars, training activities etc. with the themes evolved and shaped by the industry's interests and needs <ul style="list-style-type: none"> ▪ CSW Site Visits ▪ HD Annual Site Safety Forum ▪ Safety seminar – application of 3D scanning technology in construction industry 	2016	Secretariat Secretariat Secretariat	<ul style="list-style-type: none"> ▪ HKCA took lead to organize the site visits on 26.5.2016 as part of the featured events of the Construction Safety Week. ▪ Collaborated with HD to organize the site safety forum on 14.7.2016. ▪ HSC organized the seminar on 24.3.2016.

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Objective and Targets	Timeframe	Responsibility / Resources	Status
3.2 Promote latest safety information and knowledge sharing to members	Ongoing action	Secretariat	<ul style="list-style-type: none"> ▪ Members were kept abreast of the latest safety and health information including new regulations, requirements, circulars, etc. from government and industry stakeholders via letters, e-bulletin, etc.
3.3 Experiential learning on site safety 5	2016	HSC/Secretariat	<ul style="list-style-type: none"> ▪ First time collaborated with CIC to organize the 2015/2016 scheme and completed 8 training classes for 409 students from HKU, PolyU, CityU, THEi and IVE. ▪ Continued collaboration with CIC to organize the training for 2016/2017. ▪ Open ceremony and the first class training held on 26.9.2016. ▪ Until end of 2016, the 2016/2017 scheme has completed and provided 3 training classes for around 180 students from THEi and IVE.
3.4 Construction Worker Safe Day – Four-cell Story Photo Competition	2016	Tim Tsui / TG on HKCIEGU / Advisory TG / Secretariat	<ul style="list-style-type: none"> ▪ First time collaborated with HKCIEGU to organize the safety promotional campaign with the aim to encourage workers to share the significance of safety and health in the workplaces with their family members. ▪ Competition launched in March 2016 and closed in April. ▪ Total 162 entries received. Facebook received about 9,000 likes whilst no. of people engaged in page was

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Objective and Targets	Timeframe	Responsibility / Resources	Status
			<p>about 155,000. No. of people having seeing any content associated with the page was about 1,200,000.</p> <ul style="list-style-type: none"> ▪ Awards presented at a ceremony on 30.6.2016.

**BUSINESS PLAN OF YOUNG MEMBERS SOCIETY
END OF YEAR 2016 REVIEW**

Objective 1: Nurture young person for the construction industry			
Activities	Schedule	Resources	Review
1. YMS introductory talks to freshmen studying in tertiary education institutions during orientation periods, <ul style="list-style-type: none"> - to encourage students studying construction related disciplines to participate in YMS activities by applying for YMS Memberships 	July to Nov	Student Society, Department, YMS web page, Facebook, other electronic communication tools, promotion booths with souvenirs, pamphlets, and posters	More than 2,000 members were recruited in the promotion talks

Objective 2: Promote and enhance young members' understanding of the construction industry			
Activities	Schedule	Resources	Review
2.1 Local Site Visit <ul style="list-style-type: none"> - to provide opportunities for students to enhance their experience and understanding of construction practices 	Bi-monthly	YMS Event Management Web, Facebook and other electronic communication tools, promotion through student representatives with pamphlets and posters	Student Members actively participated in the 7 Site Visits held.
2.2 Volunteer Project <ul style="list-style-type: none"> - to broaden experience of YMS members and strengthen the bonds for Student Members, Councils and Officers - to establish the social responsibility as young professionals 	Annual	YMS Event Management Web, Facebook and other electronic communication tools, promotion through student representatives with pamphlets and posters Promotion material at close of event	The visit allowed YMS Participants gaining first-hand experience on construction environment, development and education system outside Hong Kong. Positive feedbacks are received from both YMS participants and Mainland stakeholders.

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Objective 3: Assist young members' personal professional growth and career development			
Activities	Schedule	Resources	Review
3.1 Recruitment Fair - to provide YMS student members opportunities to work for HKCA Members' companies	Annual	YMS Event Management Web, Facebook and other electronic communication tools, liaise with HKCA members' HR departments, promotion at institutes with posters and departments Number of application, vacancies and success recruitment.	14 HKCA Members participated in the Recruitment Fair 2015. 19 HKCA Members participated in the Recruitment Fair 2016.
3.2 Career Talk - to share about job nature and career prospects to graduate	Mar to May	YMS Event Management Web, Facebook and other electronic communication tools, liaise with HKCA members' HR departments, promotion at institutes with posters and departments	This allowed YMS Participants to have an early understanding on actual construction industry and prepare themselves at an earlier stage.
3.3 Executive Development Programme - to foster exchange of ideas and enhances connections and mutual understandings between China and Hong Kong construction professionals - to get prepared for the future development of China	Annual	Liaise with HKCA members' HR departments	18 young professionals joined this programme in Peking University under the support of Liaison Office of the Central People's Government in the HKSAR

**BUSINESS PLAN OF YOUNG MEMBERS SOCIETY
END OF YEAR 2016 REVIEW**

Objective 4: Improve public recognition of construction personnel			
Activities	Schedule	Resources	Reviews
4.2 Newsletter - to improve recognition of YMS and to attract partnerships with other industry stakeholders	Bi-annual	Mail, YMS Event Management Web, other electronic communication tools and events	1 issue have been launched in September 2016 and 2 nd issue will be launched in first half 2017.
4.3 Drama Show - to promote the construction industry as a plausible career option for secondary school students.	Monthly	Education Bureau and HKRT	Over 3,800 secondary school students participated in the 15 drama shows with the support from the Education Bureau. Positive feedbacks are widely-received from teachers and students.

Objective 5: Foster common values amongst young members			
Activities	Schedule	Resources	Reviews
5.1 Annual YMS Event - improve recognition of YMS and provide networking opportunity for our members	Annual	YMS Event Management Web, Facebook and other electronic communication tools, promotion at institutes with pamphlets and posters Source venue and prepare for the event	Over 300 YMS Participants attended the 5 th Anniversary Dinner.
5.2 Meet with Industry's Leaders - to provide a platform for government officials to share their experiences with YMS student members - to maintain a close relationship between HKCA and YMS members / to provide an opportunity of interaction between senior management and young members / to provide a platform for discussion on specific topics of the industry	Quarter	YMS Event Management Web, Facebook and other electronic communication tools, promotion at institutes with pamphlets and posters Identify and invite suitable candidates to host informal gatherings with students	Student Members have actively participated in the Social Gatherings.