

# THE HONG KONG CONSTRUCTION ASSOCIATION, LIMITED

## BUSINESS PLAN OF BUILDING COMMITTEE (2017 – 2019)

### 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	Notes of Meeting, Surveys
(2) Membership Drive	Regular Lunch Meeting with Potential Member/ Non Active Member	Panel Members of BC	Notes of Meeting
(3) Publish BC's achievement yearly	Year End	Secretariat / Consultant	BC Report / Sustainability Report

### 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	Subcontractors / Workers list
(2) Establish outstanding subcontractors/workers list	On-going	BC Members	

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## BUSINESS PLAN OF BUILDING COMMITTEE (2017 – 2019)

### 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	Notes of Meeting / Reports
(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	Notes of Meeting / Research Reports
(3) Review unreasonable HA contract requirements	Monthly BC Meeting / Regular Meeting With HA	BC Members / Task Force	Notes of Meeting / Reports
(4) Industrial Visits	Yearly	BC Members / Respective Working Group	Reports

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## BUSINESS PLAN OF BUILDING COMMITTEE (2017 – 2019)

### 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	Notes of Meeting
(2) To persuade government to adopt better tender award system and consistent levels of spending on small / medium / large size projects	On-going	BC Members / Respective Working Group	Notes of Meeting
(3) Review Pay for Training / Safety / Environmental Scheme for public works contracts	On-going	BC Members / EC / H&SC Members / Respective Working Group	Notes of Meeting / Report
(4) To persuade CIC to condemn Unfair Contracts Conditions from Client Bodies	On-going	BC Members	Notes of Meetings / Template for Unfair Contract List

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## BUSINESS PLAN OF BUILDING COMMITTEE (2017 – 2019)

(5) Macau Sub-group	On-going	BC Members / Respective Working Group / BC Members	Notes of Meeting
(6) Promote Corporate Social Responsibility to uplift industrial image	On-going	BC Members / Respective Working Group	Notes of Meeting / Social Event Participation
(7) To persuade HA to review the PASS / MASS system	On-going	BC Members / Maintenance Sub- committee Members / Respective Working Group	Notes of Meeting / Report
(8) Adoption of Innovative Construction Technologies	On-going	BC Members / Respective Working Group	Notes of Meeting / Report

# THE HONG KONG CONSTRUCTION ASSOCIATION, LIMITED

## BUSINESS PLAN OF CIVIL ENGINEERING COMMITTEE (2017 – 2019)

**Objective: To foster 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	TIMING	RESPONSIBILITY / RESOURCES	
<p><b>1. Follow up previous actions taken, and keep the following items on the agenda:</b></p> <p>a. To persuade DEVB to adopt more equitable "Allocation of Risk"</p> <p>b. To persuade DEVB to adopt a more balance Tendering Assessment System on Quality / Sustainability / Price</p> <p>c. To persuade DEVB to adopt an equitable Contractors' Performance Reporting System</p>	On-going	CEC Task Forces / Working Groups  Task Force lead by Vice Chairmen Chairman's participation in the DevB's Building Contractors Committee meeting	Meetings, Consultation Briefings, Correspondences, Tender forums
<p><b>2. Campaigns to promote construction activities</b></p> <p>a. public engagement activities related to construction of major public work projects and development of Hong Kong</p> <p>b. MTR – CEC Safety Initiatives for Tunnel &amp; MTR Works – driving safety initiatives together with MTR to ensure the construction areas becomes a safer place for work</p> <p>c. Monitoring roll-out status of public works and major civil engineering projects</p>	On-going  On-going  On-going	CEC Members  Task Force lead by Vice Chairmen  Task Force lead by Vice Chairmen	Public Forums / conferences / LegCo Panels Provide support to Members that are willing to implement the safety scheme Periodically update on the public works status
<p><b>3. Client – Contractor Partnership Program</b></p> <p>Engage with Works Departments / Quasi Government organizations on informal basis to foster working partnership for CEC Members. Attention will be focused on:</p> <p>a. Airport Authority to adopt more equitable "Allocation of Risk" for the 3<sup>rd</sup> Runway Systems Projects</p> <p>b. Assessment of MTR Projects</p>	On-going  On-going  On-going	CEC Members  Task Force lead by Vice Chairmen  Task Force lead by Vice Chairmen	Luncheons, briefings, consultations and meetings

**THE HONG KONG CONSTRUCTION ASSOCIATION, LIMITED**  
**BUSINESS PLAN OF PILING CONTRACTORS COMMITTEE (2017 – 2019)**

Objective and Targets	Timeframe	Responsibility / Resources	Measurement Method / Indicators
<b>Objective 1: Pursuing better business environment and level playing field in the piling industry</b>			
1.1 Maintain close and good working relationship with the appropriate authorities and stakeholders to push for stable and sustainable piling workload, enhance procurement system, streamline procedures and working conditions <ul style="list-style-type: none"> <li>– Building Department</li> <li>– Housing Department</li> <li>– Architectural Services Department</li> </ul>	On-going action	PCC	Measured in terms of progress and achievement of targets
<b>Objective 2: To promote good practice in piled foundation works</b>			
2.1 Exchange experience and knowledge with counterparts of global cities	Annually	PCC	Measured in terms of number of activities held
2.2 Agree on focus of experience / knowledge sharing	Ongoing action	PCC	Measured in terms of progress and achievement of targets
2.3 Develop good design and construction practices together with appropriate authorities	Ongoing action	PCC	Measured in terms of progress and achievement of targets
<b>AOB</b>			
3.1 Review of the internal regulations of the Committee	2017	PCC	Measured in terms of progress and achievement of targets

# THE HONG KONG CONSTRUCTION ASSOCIATION, LIMITED

## BUSINESS PLAN OF SITE INVESTIGATION CONTRACTORS COMMITTEE (2017 – 2019)

Objective and Targets	Timeframe	Responsibility / Resources	Measurement Method / Indicators
<b>Objective 1: Pursuing better business environment and level playing field in the GI industry</b>			
1.1 Maintain close and good working relationship with the appropriate authorities and stakeholders to push for stable and sustainable GI workload, enhance procurement system, streamline procedures and working conditions <ul style="list-style-type: none"> <li>- Geotechnical Engineering Office</li> <li>- Architectural Services Department</li> <li>- Housing Department</li> </ul>	On-going action	SICC Members	Measured in terms of progress and achievement of targets
<b>Objective 2: Promoting good practice in GI works</b>			
2.1 Review/upgrade the Driller's Manual	2017	SICC & Working Group	Measured in terms of progress and achievement of targets
2.2 Develop Good Practice and Safety Handbook and explore a streamlined version for frontline operatives	2017 – 2018	SICC & Working Group	Measured in terms of progress and achievement of targets

## THE HONG KONG CONSTRUCTION ASSOCIATION, LIMITED

### BUSINESS PLAN OF SITE INVESTIGATION CONTRACTORS COMMITTEE (2017 – 2019)

Objective and Targets	Timeframe	Responsibility / Resources	Measurement Method / Indicators
<b>Objective 3: Developing a succession plan for GI industry</b>			
3.1 Liaise with CIC on various training courses for drillers and drilling labourers, and statistics for trade test certified drillers in the GI market	Ongoing	SICC	Measured in terms of progress and achievement of targets
3.2 Attraction plan for the youngsters to join the GI industry	Ongoing	SICC	Measured in terms of progress and achievement of targets
<b>AOB</b>			
4.1 Review of the internal regulations of the Committee	2017	SICC	Measured in terms of progress and achievement of targets



**THE HONG KONG CONSTRUCTION ASSOCIATION, LIMITED**  
**BUSINESS PLAN OF SME COMMITTEE (2017 – 2019)**

**Objective1: SME Membership Drive & Training**

ACTION PLAN			MEASURES AND MONITORING
ACTIVITY	TIMING	RESPONSIBILITY / RESOURCES	
SME Committee meetings	10 per annual	Secretariat	Minutes and Reports
SME Executive Panel meetings	2 per annual	Secretariat	Minutes and Reports
SME members gatherings	10 per annual	Secretariat	Lunch after SME meetings
Identify and recruit HKCA Members to join SME Committee and Task Forces	On-going	SME Members	Attendance of meeting & events
Training courses			
AS training course (Co-organized with HKICM)	2 per annual	Vice Chairman	Report / survey
Beam Affiliate	2 per annual	Secretariat	Report / survey
Other courses	On-going	Vice Chairman	Report / survey
Study Trips including overseas visit	Once per annual	Vice Chairman	Report / Survey
Working with other Institutions / Associations			
Hong Kong Institute of Construction Manager	On-going	Working Groups lead	Report / Survey
HKFEMC	2 per annual	by Vice Chairman	Gatherings

**Objective 2: Promote Enhancements Including Knowledge Management, Safety & Environmental**

ACTION PLAN			MEASURES AND MONITORING
ACTIVITY	TIMING	RESPONSIBILITY / RESOURCES	
Safety promotion including meeting with Labour Department	On-going	Chairman & Vice Chairman	Meeting / report / event
AS / RGBC registration reform (pursue with other associations and institutions)	On-going	Vice Chairman	Report / Survey

**THE HONG KONG CONSTRUCTION ASSOCIATION, LIMITED**  
**BUSINESS PLAN OF SME COMMITTEE (2017 – 2019)**

**Objective 3: Identify Industry Concerns and Sourcing of Potential Solutions**

ACTION PLAN			MEASURES AND MONITORING
ACTIVITY	TIMING	RESPONSIBILITY / RESOURCES	
<b>Group Procurement</b> HKCA Insurance Facility Bond Facility Site Security Services	On-going On-going On-going	Working Groups lead by Vice Chairman	Report / Survey Report / Survey Report / Survey
<b>SME Charity Fund</b> (setting up)	On-going	Vice Chairman	Ad hoc proposal for SME Committee to consider

**Objective 4: To Seek Measures to Support SME and Reflect Concerns to the Government**

ACTION PLAN			MEASURES AND MONITORING
ACTIVITY	TIMING	RESPONSIBILITY / RESOURCES	
<b>SME Wish List</b> Development Bureau Trade and Industry Department	On-going On-going	Working Groups lead by Vice Chairman	Report / Survey Report / Survey
<b>SME Digest</b> Provide timely industry news to SME Members	2 per annual On-going	Vice Chairman acting as Chief Editor Secretariat	Publication Email / fax ..etc

# THE HONG KONG CONSTRUCTION ASSOCIATION, LIMITED

## BUSINESS PLAN OF ENVIRONMENTAL COMMITTEE (2017 – 2019)

Objective and Targets	Timeframe	Responsibility / Resources	Measurement Method / Indicators
<b>Objective 1: Pursuing betterment of our members' environmental performance and streamlining compliance of environmental regulations and non-statutory requirements</b>			
1.1 Actively reflect our members' views to relevant Government Departments on promulgation and/or enforcement of statutory regulations and requirements	On-going action	EC Panel Members	Measured in terms of progress and achievement of targets
1.2 Participate through the Construction Industry Council Committee on Environmental to reflect views in industry issues and put forward suggestions	On-going action	HKCA Representatives	Measured in terms of progress and achievement of targets
1.3 Maintain close and good working relationship with the appropriate authorities and stakeholders to push for better environmental performance	On-going action	EC	Measured in terms of progress and achievement of targets
1.4 Participation in various joint liaison groups with the appropriate authorities and stakeholders.	On-going action	EC	Measured in terms of number of meetings held

# THE HONG KONG CONSTRUCTION ASSOCIATION, LIMITED

## BUSINESS PLAN OF ENVIRONMENTAL COMMITTEE (2017 – 2019)

Objective and Targets	Timeframe	Responsibility / Resources	Measurement Method / Indicators
<b>Objective 2: Sustaining environmental promotional programme in collaboration with all stakeholders within the construction industry</b>			
2.1 Proactive participation in various green campaigns with the Government and stakeholders and support to drive improvement on low carbon, minimizing C&D waste and clean energy construction in Hong Kong	Ongoing action	EC	Measured in terms of number of promotion activities held
2.2 Promote and keep abreast of new environmental initiatives and green technology for use in construction industry	Ongoing action	EC	Measured in terms of progress and achievement of targets
2.3 Continue organize the "Hong Kong Construction Environmental Awards" in collaboration with Environmental Protection Department and stakeholders	Annually	EC	Measured in terms of progress, number of companies taking part in the award competition, and number of award companies

# THE HONG KONG CONSTRUCTION ASSOCIATION, LIMITED

## BUSINESS PLAN OF ENVIRONMENTAL COMMITTEE (2017 – 2019)

Objective and Targets	Timing	Responsibility / Resources	Measurement Method / Indicators
<b>Objective 3: Nurturing an enduring green culture in the construction industry</b>			
3.1 Continue organize environmental conference, seminars, etc. with the themes evolved and shaped by the industry's interests and needs	Topic and date to be confirmed	EC	Measured in terms of number of training sessions and activities organized
3.2 Promote the latest environmental information and knowledge sharing to members	Ongoing action	Secretariat	Measured in terms of the contents of posting materials to members

# THE HONG KONG CONSTRUCTION ASSOCIATION, LIMITED

## BUSINESS PLAN OF HEALTH AND SAFETY COMMITTEE (2017 – 2019)

Objective and Targets	Timeframe	Responsibility / Resources	Measurement Method / Indicators
<b>Objective 1: Pursuing betterment of our members' safety performance and streamlining compliance of safety regulations and non-statutory requirements</b>			
1.1 Actively reflect our members' views to relevant Government Departments on promulgation and/or enforcement of statutory regulations and requirements	Ongoing action	HSC Panel Members & Task Groups	Measured in terms of progress and achievement of targets
1.2 Participate through the Construction Industry Council Committee on Construction Safety to reflect views in industry issues and put forward suggestions	Ongoing action	HKCA Representatives	Measured in terms of progress and achievement of targets
1.3 Maintain close and good working relationship with the appropriate authorities and stakeholders to push for better safety performance	On-going action	HSC Panel Members & Task Groups	Measured in terms of number of meetings held
1.4 Participation in various joint liaison groups with the appropriate authorities and stakeholders	On-going action	HSC Task Groups	Measured in terms of number of meetings held

**THE HONG KONG CONSTRUCTION ASSOCIATION, LIMITED**

**BUSINESS PLAN OF HEALTH AND SAFETY COMMITTEE (2017 – 2019)**

<b>Objective and Targets</b>	<b>Timeframe</b>	<b>Responsibility / Resources</b>	<b>Measurement Method / Indicators</b>
<b>Objective 2: Sustaining health and safety promotional programme in collaboration with all stakeholders within the construction industry</b>			
2.1 Set safety targets that our working environment would reach to the standards of global best practice	Annually	HSC	Measured in terms of setting and publicizing the safety targets to members
2.2 Proactive participation in various safety campaigns with the Government and stakeholders and support to drive improvement on better workplace safety	Annually	HSC	Measured in terms of number of promotion activities held
2.3 Promote and keep abreast of new safety initiatives and technology for use in construction sites	Annually	HSC	Measured in terms of progress and achievement of targets
2.4 Continue organize safety award programmes in collaboration with the Government and stakeholders	Ongoing action	HSC	Measured in terms of progress, numbers of companies taking part in the award competition and number of award companies

**THE HONG KONG CONSTRUCTION ASSOCIATION, LIMITED**  
**BUSINESS PLAN OF HEALTH AND SAFETY COMMITTEE (2017 – 2019)**

Objective and Targets	Timeframe	Responsibility / Resources	Measurement Method / Indicators
<b>Objective 3: Inculcating a safety culture at all levels in the construction industry</b>			
3.1 Continue organize safety conference, seminars, training activities etc. with the themes evolved and shaped by the industry's interests and needs	Topic and date to be confirmed	HSC	Measured in terms of number of training sessions and activities organized
3.2 Promote latest safety information and knowledge sharing to members	Ongoing action	Secretariat	Measured in terms of the contents of posting materials to members



# THE HONG KONG CONSTRUCTION ASSOCIATION, LIMITED

## BUSINESS PLAN OF YOUNG MEMBERS SOCIETY (2017 - 2019)

<b>Objective 1: Nurture young person for the construction industry</b>		
<b>Activities</b>	<b>Schedule</b>	<b>Resources</b>
1. YMS introductory talks to freshmen studying in tertiary education institutions during orientation periods, - to encourage students studying construction related disciplines to participate in YMS activities by applying for YMS Memberships	August to November	Student Society, Department, YMS web page, Facebook, other electronic communication tools, promotion booths with souvenirs, pamphlets, and posters

<b>Objective 2: Promote and enhance young members' understanding of the construction industry</b>		
<b>Activities</b>	<b>Schedule</b>	<b>Resources</b>
2.1 Local Site Visits - 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
2.2 Summer Internship Programme - to provide YMS student members opportunities to gain summer working experiences with main contractors	Annual	YMS Recruitment System, Facebook and other electronic communication tools, promotion at institutes with pamphlets and posters
2.3 Overseas Site Visit - to broaden experience of YMS members and strengthen the bonds for Student Members, Councils and Officers	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 HONG KONG CONSTRUCTION ASSOCIATION, LIMITED

## BUSINESS PLAN OF YOUNG MEMBERS SOCIETY (2017 - 2019)

<b>Objective 3: Assist young members / professionals' personal professional growth and career development</b>		
<b>Activities</b>	<b>Schedule</b>	<b>Resources</b>
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.
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
3.3 Executives Development Programme - foster exchange of ideas and enhances between China and Hong Kong construction professionals - to broaden young professionals horizons and understand on the blueprint of country's future development	Annual	HKCA members, Company Young Professionals Group, Newsletters and poster
3.4 Young Professionals Connection (CPD Seminars, Industry's Gatherings, Overseas Delegation, Luncheon with Young Professionals)	Quarter	YMS Event Management Web, Facebook and other electronic communication tools, promotion at institutes with pamphlets and posters

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## BUSINESS PLAN OF YOUNG MEMBERS SOCIETY (2017 - 2019)

<b>Objective 4: Improve public recognition of construction personnel</b>		
<b>Activities</b>	<b>Schedule</b>	<b>Resources</b>
4.1 Community Services / Volunteer Project - to contribute to community and to raise the social responsible and awareness of YMS Members	Annual	YMS Event Management Web, Facebook and other electronic communication tools, promotion at institutes with pamphlets and posters
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
4.3 Promotion Video and Launching - to promote the construction industry as a plausible career option for young people.		YMS Event Management Web, Facebook and other electronic communication tools, promotion at institutes with pamphlets and posters  Source venue and prepare for the event
4.4 Promotion to Secondary School - to promote the construction industry as a plausible discipline option for secondary school.		Cooperation with Hong Kong Repertory Theatre and Education Bureau.  Contact with Secondary School and prepare for the event

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## BUSINESS PLAN OF YOUNG MEMBERS SOCIETY (2017 - 2019)

<b>Objective 5: Foster common values amongst young members</b>		
<b>Activities</b>	<b>Schedule</b>	<b>Resources</b>
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
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