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Chairman, Bills Committee on  
Construction Industry Council (No.2) Bill  
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**Tentative Work Plan of the Preparatory Committee  
for Establishment of the Construction Industry Council**

As instructed by Mr Keith Kerr, Chairman of the Provisional Construction Industry Co-ordination Board, I attach at **Annex** a tentative work plan recently endorsed by the preparatory committee responsible for taking forward transitional arrangements related to the proposed establishment of the Construction Industry Council.

( Clement Cheung )  
Secretary General,  
Provisional Construction Industry Co-ordination Board

c.c. Chairman, Provisional Construction Industry  
Co-ordination Board

**Tentative Work Plan of the Preparatory Committee  
for Establishment of the Construction Industry Council**

	<b>Scope of Work</b>	<b>Major Tasks/Deliverables</b>
(1)	Recruit key personnel and locate office premises for the permanent secretariat	<ul style="list-style-type: none"> <li>- Reaffirming the salary/ organizational structure and office accommodation requirements</li> <li>- Working out an assessment process and appointment procedures for the key personnel</li> <li>- Interviewing potential candidates and inspecting suitable premises</li> <li>- Appointing key personnel and fitting out of premises</li> <li>- Commencing operation of the permanent secretariat</li> </ul>
(2)	Devise a framework for the amalgamation of CIC and CITA	<ul style="list-style-type: none"> <li>- Assessing the level and extent of office/administrative support required by CIC</li> <li>- Identifying necessary transitional arrangements</li> <li>- Preparing an action plan with time schedules and major milestones in consultation with CITA</li> <li>- Determining publicity plans and communication strategy with the CITA staff unions</li> <li>- Advising on timing for the amalgamation to take place</li> </ul>

	<b>Scope of Work</b>	<b>Major Tasks/Deliverables</b>
(3)	Develop a liaison mechanism between Government and CIC, map out priorities of attention and formulate house rules	<ul style="list-style-type: none"> <li>- Reviewing the present modes of interface between Government and PCICB/CITA</li> <li>- Developing a conceptual model of the liaison mechanism between Government and CIC</li> <li>- Finalizing the liaison mechanism after industry consultation</li> </ul>