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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**

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

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