

Appendix 6.2 –

Guidelines for Integrity Training Workshops for Site Supervisory Staff Engaged by Consultants/Contractors and Government In-house Site Supervisory Staff for Public Works Projects and Operation and Maintenance Contracts

Background

Upon request of the managing departments or their consultants/contractors, the Independent Commission Against Corruption (“ICAC”) organizes integrity training workshops for site supervisory staff engaged by consultants, contractors and their subcontractors of all tiers as well as government in-house site supervisory staff for public works projects and operation and maintenance contracts. The workshops for site supervisory staff are normally organized on a project/contract basis and held in the site offices where the site supervisory staff are stationed. From 2015 onwards, these integrity training workshops are generally provided by the Community Relations Department (“CRD”) of the ICAC.

Enhancement on Coverage and Effectiveness

2. To maximize the coverage and effectiveness of the integrity training workshops taking into account CRD’s resources, the managing departments should better coordinate the requests from their in-house staff and consultants/contractors for training to CRD for the public works projects and the operation and maintenance contracts under their purview, following the guidelines set out in the following paragraph.

Guidelines

3. The managing departments should take into account the following considerations when formulating their integrity training plans before sending the requests to CRD for assistance in organizing integrity training workshops.

- (a) **Better Coordination** - Designate an officer of appropriate rank in each managing department, either in the training or project management section, as the contact person for internal coordination and communication with CRD.
- (b) **Forward Planning** – Collect and analyze the relevant information of each public works project or operation and maintenance contract as appropriate, including the consultancy agreement no. and title, works contract no. and title, tentative contract commencement date, contract period, works nature, district(s), profession, ranks and number of target audience, name of consultants as well as contractors and their subcontractors, etc. for the purpose of planning the integrity training workshops. When CRD is approached after the planning, the managing departments should endeavour to make the training request at least two months in advance.
- (c) **Early Training** – Hold the integrity training workshops in the site offices where the site supervisor staff are stationed or other suitable venues provided by the managing department concerned as appropriate, and between the third and sixth months after contract commencement or earlier when sufficient site supervisory staff have reported duty as appropriate unless otherwise agreed with CRD for their training resource issue.
- (d) **Enhanced Coverage** – Group site supervisory staff of different projects/contracts with similar nature together and arrange joint integrity training workshops with a minimum of 30 participants for each workshop as appropriate, if agreed between the managing

departments and CRD, to enhance the coverage of integrity training to ALL site supervisory staff employed by consultants, contractors and their subcontractors of all tiers as well as government in-house site supervisory staff for each project/contract as far as possible and optimise the training resources.

- (e) **Frequency of Integrity Training** – Exemption for attendance to integrity training workshop shall not be granted to any site supervisory staff employed by consultants, contractors and their subcontractors of all tiers as well as government in-house site supervisory staff unless the site supervisory staff concerned has attended a similar integrity training workshop conducted by CRD while working in other public works projects/operation and maintenance contracts or other government departments in the past three years. If the project/contract concerned lasts for more than three years, refresher workshop should be arranged as far as possible unless otherwise agreed with CRD for their training resource issue or other appropriate justification(s).

4. The above guidelines for site supervisory staff should also be applicable to laboratory staff employed by consultants and government in-house laboratory staff for management and operation of public works laboratories.