

EXECUTIVE SUMMARY

TITLE	: Machinery & Equipment Productivity Nexus (MEPN) Webinar on Awareness Program and Training for M&E Industry Additional Activities and Cost
PROPOSED DATE AND VENUE	: April – December 2020
OBJECTIVES	: To conduct online sharing session, awareness and training via online/digital platform
OUTPUT	: The expected outputs include: <ul style="list-style-type: none">• Programme Modules/Slides;• Programme Poster;• Recorded Online Programmes;• List of issues related to industry (extracted from participants' questions and comments); and• Programme Report.
EXISTING BUDGET/COST	: SPN-M&E : RM46,350.00
ADDITIONAL COST	: SPN-M&E : RM30,000.00
DEPARTMENT	: Machinery and Equipment Productivity Nexus (MEPN)
COMMENTS/ SIGNATURE OF ACCOUNTANT	:
COMMENTS/SIGNATURE OF PCT SENIOR MANAGER	:

4.0 Output

- Programme Modules/Slides;
- Programme Poster;
- Recorded Online Programmes;
- List of issues related to industry (extracted from participants' questions and comments); and
- Programme Report.

5.0 Cost

Below is the estimation cost:

No.	Item	Cost	Quantity	Series	Total (RM)
1.	Speaker	RM500/pax	5 pax	10	25,000.00
2.	Moderator	RM500/pax	5 pax	10	25,000.00
3.	Short Course Training	RM3,000/program	5	5	15,000.00
4.	Dongle and Mobile WiFi	RM150/month	1 unit	9 months	1,350.00
5.	Facilitation of Webinar Services	RM500/series	1	20	10,000.00
					Total 76,350.00
					Existing Approved Budget (-) 46,350.00
					Additional Cost 30,000.00

6.0 Conclusion

The approval of BOM is sought to approve the additional budget of **RM30,000.00** to utilise the SPN-M&E budget to conduct series of webinar session for M&E industry players throughout the year 2020.

Prepared by:



Abdul Rahman Kamis
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Date: 22 April 2020

Checked by:



Dr. Mazlina Shafii
Programme Manager
Date: 22 April 2020

Approved by:



Suhaimi Hamad
Director
Date: 22 April 2020