

EXECUTIVE SUMMARY

TITLE	:	THE IMPLEMENTATION OF DIGITAL PRODUCTIVITY NEXUS (DPN) PROGRAMS / ACTIVITIES FOR 2020
PROPOSED DATE	:	January – December 2020
BUDGET/COST	:	SPN / RM 99,500.00
OBJECTIVES	:	<ol style="list-style-type: none"> 1. To deliberate on the initiatives for Digital Productivity Nexus 2. To ensure the Digital Productivity Nexus progress are keep in track
EXPECTED OUTCOMES	:	<ul style="list-style-type: none"> • Coordination of workshop / meeting • Facilitator program • Logistic matters
DEPARTMENT	:	Delivery Management Office / Digital Productivity Nexus (DPN)
COMMENTS/ SIGNATURE OF ACCOUNTANT	:	
COMMENTS/ SIGNATURE OF PCT MGR	:	

PAPER FOR BOARD OF MANAGEMENT APPROVAL
THE IMPLEMENTATION OF DIGITAL PRODUCTIVITY NEXUS PROGRAMS AND
ACTIVITIES FOR 2020

1.0 Purpose

The purpose of this paper is to seek the approval of MPC's Board of Management (BOM) to utilise the Digital Productivity Nexus budget for the implementation of 2020 programs and activities.

2.0 Background

YAB Prime Minister had launched the Malaysia Productivity Blueprint (MPB) on 8th May 2017, a plan that provides a framework to address a comprehensive, integrated and extensive on productivity issues covering national, sectoral and enterprise level.

In driving and boosting productivity growth and national GDP, YAB Prime Minister has also announced the establishment of Nexus Productivity for 9 identified sub-sectors. The main roles of Productivity Nexus is to support sector level initiatives by improving awareness and adoption of sector level initiatives; empowering enterprises by helping themselves develop and disseminate tools that will boost productivity and enabling enterprises through knowledge sharing.

The Digital Productivity Nexus was established to ensure effective implementation of sector specific productivity initiatives and work closely with industry on the ground. The initiatives under the Productivity Nexus is expected to better support and equip local enterprises to adopt technological advancements and identifying the opportunities of the sharing economy through stakeholder's needs assessment and benchmarking with global best practices.

3.0 Objectives of the paper

- To deliberate on the initiatives for Digital Productivity Nexus
- To ensure the Digital Productivity Nexus progress are keep in track
- To seek approval to utilise SPN budget for the implementation of Digital Productivity Nexus (DPN) 2020 programs and activities.

4.0 Output

- a) Coordination of workshop/ meeting
- b) Facilitator program
- c) Logistic matters

5.0 Project team

Program Manager : Halimahton Sa'diah Let

Project Manager : Nor Izzati Norhisam

Project Member : Anis Umairah Jasni

6.0 Cost

The estimated cost for DPN 2020 program is as follows:

No.	Item	Q1	Q2	Q3	Q4	Total (RM)
1	Administrative <ul style="list-style-type: none">• Meeting / Seminar /workshop package/ accommodation	10,000	10,000	10,000	10,000	40,000
2	Fees: Expert / Facilitator / Consultant / Speakers honorarium / Rapporteurs / Minutes writer / Proofreader	4,000	4,000	4,000	4,000	16,000
3	Fees: Attendance for NGC meeting. (25 pax per meeting x RM250)	12,500 (18 Feb 2020) & Mac*	12,500 April *-June	6,250	6,250	37,500
4	Promotional Items: Poster / Design and Printing / Note book, business card holder / Bunting / others	1,500	1,500	1,500	1,500	6,000
	Total	28,000	28,000	21,750	21,750	99,5000

Note: Item no. 3 has been approved in NGC meeting 1/2020 on 18 Feb 2020. Please refer to Appendix 1 & 2.

7.0 Conclusion

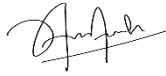
The approval of BOM is sought to approve the Budget of RM 99,500.00 for the implementation of Digital Productivity Nexus 2020 programs and activities.

Prepared by:



Nor Izzati Norhisam

Checked by:



Halimahton Sa'diah Let

Approved by:



Suhaimi Hamad

Date: 23 February 2020

FREQUENCY OF NGC MEETING IN 2020



Note: NGC 2/2020 will be held either in March (Q1) or April (Q2). With that, proposal budget (item #3) is more for Q1 and Q2.

GARIS PANDUAN KADAR BAYARAN PERKHIDMATAN KEPAKARAN (BUKAN PERUNDING) DI PERBADANAN PRODUKTIVITI MALAYSIA (MPC)

4.1.5 Kadar bayaran perkhidmatan sekretariat.

Jadual 5: Kadar Bayaran Perkhidmatan Sekretariat

BIL.	JENIS PERKHIDMATAN	KADAR BAYARAN (RM)
1.	Pengerusi mesyuarat/ kumpulan fokus/panel	750.00/Mesyuarat
2.	Ahli mesyuarat kumpulan fokus/ panel	500.00/Mesyuarat
3.	Penulis minit	1,000.00/Mesyuarat
4.	Jurulapor (rapporteur)	1,000.00/Acara
5.	Sekretariat mesyuarat	3,000.00/Mesyuarat
6.	Penterjemah	80.00/Muka surat
7.	Pengalaman @ kepakaran khusus	Elaun ex-gratia tambahan tidak melebihi 20% daripada kadar di atas dengan persetujuan dan kelulusan Pengarah Bahagian.