

## EXECUTIVE SUMMARY

<b>TITLE</b>	:	Developing Tool and Checklist in Improving Firms' Business Sustainability Performance (BSP)
<b>DATE</b>	:	October – December 2020
<b>BUDGET</b>	:	DEVELOPMENT BUDGET – RM47,100 (MEPN)
<b>OBJECTIVES</b>	:	<ul style="list-style-type: none"><li>• To design business approaches strategy on resource productivity towards a sustainable consumption and production (SCP).</li><li>• To develop SCP model that address industry concerned on profit, low productivity and surviving of business.</li><li>• To develop tool and check list that will be able to measure the level of business sustainability (quantitative methods)</li></ul>
<b>EXPECTED OUTCOME</b>	:	<ul style="list-style-type: none"><li>• Circular Economy Performance Index (CEPI) at firm level</li><li>• Tool and Checklist in assessing firms</li><li>• Report on CEPI of pilot project</li></ul>
<b>DEPARTMENT</b>	:	RMK-11
<b>RECOMMENDED BY</b>	:	PCD and NCS
<b>COMMENT/ SIGNATURE BY PCT MGR</b>	:	

**PERBADANAN PRODUKTIVITI MALAYSIA (MPC)**  
**PROPOSAL FOR BOARD OF MANAGEMENT**

**1.0 Purpose**

The purpose of this proposal paper is to inform and seek approval for allocation of RM47,100.00 from MPC's Board of Management (BOM) to develop Tool and Checklist in Improving Firms' Business Sustainability Performance (BSF)

**2.0 Background**

- YBhg. Prof. Datin Seri Dr Suhaiza Hanim from Faculty of Business and Accountancy, University of Malaya is currently on sabbatical leave and attached to MPC for 3 months period.
- Her research interest is in areas related to business sustainability, hence a budget is required for her to conduct a research during her tenure at MPC.
- YBhg Prof. will assists the newly established unit of sustainability in the on-going projects. In addition, she will also be responsible to develop a tool and check list to address business gaps. Eventually, the tool can be utilized by industry team excellence in their quest for process improvement.
- A budget allocation is required for YBhg Prof. to undertake the project to develop the tool and check list in improving firm's business sustainability performance (BSP).

**3.0 Objectives**

- (i) To design business approaches strategy on resource productivity toward a sustainable consumption and production (SCP).
- (ii) To develop SCP model that address industry concerned on profit, low productivity and surviving of business.
- (iii) To develop tool and check list that will be able to measure the level of business sustainability (quantitative methods)

**4.0 Duration**

October 2020 – December 2020

## 5.0 Expected Output

- Circular Economy Performance Index (CEPI) at firm level
- Tool and Checklist in assessing firms
- Report on CEPI of pilot project

## 6.0 Estimated Cost

Total estimated cost for the overall projects is RM47,100.00. Details of the costing are as Appendix 1.

## 7.0 Approval From BOM

The approval of the Board of Management (BOM) on the budget of **RM47,100.00** is sought upon.

Prepared by:



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**Noor Aishah Hj. Hassan**

Manager

21 October 2020

Reviewed by:



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**Nor Fazila Hashim**

Deputy Director

21 October 2020

## APPENDIX 1

No.	Items	Activities	Total (RM)
1.	Engagement Programs/ Workshop  - Validation - Prototype	(RM300 x 20 pax) x 2 programs x 2 days (3 companies)	24,000.00
2.	Professional Fees	Prof. Datin Sri Dr. Suhaiza Hanim Bt. Dato Mohamad Zailani  RM2,000 (perday) x 2 programs x 2 days	8,000.00
3.	Final Report  - Phase 1 report - Phase 2 report	RM3,000.00 x 2 reports	6,000.00
4.	Webinar	Moderator – RM500 x 2: RM1000 Panelist – RM800 x 2: RM1,600 Rapporteur – RM750 x 2: RM1,500	4,100.00
5.	Meeting and Rapporteur	Minute writer - RM1,000 x 2 programs: RM2,000  Rapporteur - RM750 x 4 programs: RM3,000	5,000.00
<b>GRAND TOTAL</b>			<b>47,100.00</b>