

EXECUTIVE SUMMARY

TITLE	:	Chemical Productivity Nexus Webinar Series 2.0		
DURATION	:	September – December 2020		
OBJECTIVE	:	1. To disseminate information and knowledge on chemical industry 2. Database development for further CPN engagement		
EXPECTED OUTPUT	:	The expected outputs include: (1) Input from the chemical industries during the webinar sessions (2) Tackle challenges faced by chemical industries during this hard time (Post COVID)		
ESTIMATED COST	:	Payment for:	Amount (RM)	Total Amount (RM)
		Coordinator (1pax)	500.00 per session throughout the 50 webinar session series (500.00 x 50 series)	25,000.00
		Speaker (2 pax*)	500.00 per webinar session (500.00 x 50 series x 2 pax)	50,000.00
		Moderator (1 pax*)	300.00 per webinar session (300.00 x 50 series x 1 pax)	15,000.00
		Marketing, Social Media, Press Release		1,500.00
		Promotional Brochure	300.00 per poster (300.00 x 50 series)	15,000.00
		Total Amount (RM)		106,500.00
BUDGET	:	MPB–CCPPN		
COMMENT / SIGNATURE BY HEAD ACCOUNTANT	:			
COMMENT / SIGNATURE BY PCT				

**REQUEST FOR APPROVAL
MPC BOARD OF MANAGEMENT (BOM)**

CHEMICAL PRODUCTIVITY NEXUS WEBINAR SERIES 2.0

1. Purpose

The purpose of this paper is to seek for the approval of MPC's Board of Management (BOM) to utilize the MPB-CCPPN budget to conduct Chemical Productivity Nexus (CPN) series of webinar.

2. Background

The information age has brought us a lot of new things that we never exploited. Holding a seminar through the web or webinar is one of the ways that MPC can manage with a minimum cost. It helps to propagate productivity and to get the industry players involved in realization the optimum time management and constantly be productive during the present movement control order.

Hence, CPN is planning to hold webinar sessions soon utilizing the gotowebinar.com platform provided by MPC HR, this platform can withhold up to 500 participants at one go. In terms of topics and selection of speakers, there are 6 proposed thematic for guidance as follows:

- (1) Digitization Productivity 1010
- (2) Safety Centre of Excellence (CoE)
- (3) Collaboration between Educational Institution
- (4) High Value Add Segment
- (5) Export & Internationalization
- (6) Digitalisation

3. Objectives

- 1) To disseminate information and knowledge on chemical industry
- 2) Database development for further CPN engagement

The following is the planning for CPN webinar session series:

No	Title	Speaker	Proposed Date
Safety Centre of Excellence (CoE)			
1	Chemical Safety to Productivity: Responsible Care Safety Assessment	Mr Balasingam / Mr Radzi	2.11.2020
2	Responsible Care: Distribution Code	Mr Balasingam / Mr Radzi	3.11.2020
3	Responsible Care: Community Awareness and Emergency Response (CAER) Code	Mr Balasingam / Mr Radzi	4.11.2020
4	Responsible Care: Pollution Prevention Code	Mr Balasingam / Mr Radzi	5.11.2020
5	Responsible Care: Employee Health and Safety Code	Mr Balasingam / Mr Radzi	6.11.2020
7	Responsible Care: Process Safety Code	Mr Balasingam / Mr Radzi	9.11.2020
8	Responsible Care: Product Stewardship Code	Mr Balasingam / Mr Radzi	10.11.2020
9	Responsible Care: Security Code	Mr Balasingam / Mr Radzi	11.11.2020
Collaboration between Educational Institution			
1	Module on Process Technician Overview	En Burhanudin	16.11.2020
2	Module on Process Technician: Environmental Engineering	En Burhanudin	17.11.2020
3	Module on Process Technician: Process Unit and Utilities Operation Management	En Burhanudin	18.11.2020
4	Module on Process Technician: Management of Chemicals & Chemical/Lab Wastes	En Burhanudin	19.11.2020
Digitization Productivity 1010			
1	Reality Check: Assessment of Reality Level	Mr David / MEPN Mentor	23.11.2020
2	Reality Check: Adoption Level	Mr David / MEPN Mentor	24.11.2020
3	Return on Investment (ROI)	Mr David / MEPN Mentor	25.11.2020
4	KPI Indicator: Efficiency	Mr David / MEPN Mentor	26.11.2020
5	KPI Indicator: Quality and Assurance	Mr David / MEPN Mentor	27.11.2020

6	KPI Indicator: Speed and Flexibility	Mr David / MEPN Mentor	1.12.2020
High Value Add Segment			
1	High Value Add Chemical Industry	CICM	19.10.2020
2	Specialty Paint and Coating Industry	MPMA	20.20.2020
3	Specialty Polymer Industry	MPA	21.20.2020
4	Bio-Pesticides Industry	MBDC	22.10.2020
5	Industrial Gases Industry	CICM	23.10.2020
6	Vaccine Industry	MVP	26.10.2020
7	Vaccine Industry Challenges	MVP	27.10.2020
8	Pharmaceutical	MOPI	28.10.2020
9	Pharmaceutical	MOPI	29.10.2020
Export & Internationalisation			
1	Exports 101	Mr Haridass Nagalingam	12.10.2020
2	What it Takes to be an Exporter	Mr Haridass Nagalingam	13.10.2020
3	Export Risk Management	Mr Haridass Nagalingam	14.10.2020
4	Designing Export Strategy	Mr Haridass Nagalingam	15.10.2020
5	Challenges of Becoming an Exporter/Exporting	Mr Haridass Nagalingam	16.10.2020
Digitalisation			
1	What is digital transformation?	Prof. Zaki	21.9.2020
2	Is digital transformation relevant for me?	Prof. Zaki	22.9.2020
3	Why do you need to digitalise your chemical business?	Prof. Zaki	23.9.2020
4	Where can digitalization be applied in my chemical business?	Prof. Zaki	24.9.2020
5	Are you ready for digital transformation?	Prof. Zaki	25.9.2020
6	How do I start my company digitalization?	Prof. Zaki	28.9.2020
7	The Role of Technology in Digital Transformation	Prof. Zaki	29.9.2020
8	Introduction to Digitisation Self-Diagnostic Tool	Prof. Zaki	30.9.2020
9	Laying the Groundwork for Digital Transformation	Prof. Zaki	1.9.2020
10	How Do You Lead the Digital Transformation?	Prof. Zaki	2.9.2020
11	Digitalization and New Business Value Proposition	Prof. Zaki	5.10.2020
12	Digitalization, a disruptive technology	Prof. Zaki	6.10.2020
13	Digitalization: A Challenge and An Opportunity for the industry	Prof. Zaki	7.10.2020

14	How to design human centric digital application?	Prof. Zaki	8.10.2020
15	Using the Digitisation Self-Diagnostic Tool to help to me transform	Prof. Zaki	9.10.2020

4. Expected Benefits and Outputs of conducting Webinar Series

This unconventional initiative could benefit MPC and the industry for a wider coverage of audience and cost effective. In addition, it is in line with the four thrusts in the MPB as follows:

- (1) **Workforce:** Building Workforce of the Future;
- (2) **Technology:** Driving Digitalization and Innovation;
- (3) **Industry Structure:** Making Industry Accountable for Productivity; and
- (4) **Business Environment:** Forging a Robust Ecosystem.

The outputs include:

- (1) Input from the chemical industries during the webinar sessions
- (2) Tackle challenges faced by chemical industries during this hard time (Post COVID)

Note that the list of issues based on participants' comments and concerns can be compiled as important information for policy makers. In addition to that, we can have a virtually unlimited attendee. The sign-up forms would allow us to collect lead information from email addresses to job titles. This ultimately may widen our industry players repository.

5. Estimated Cost

Each webinar session involves significant amount of time and resources driven from respective speakers and moderators. CPN plans to appoint a coordinator who manages the sourcing of speakers according to the two specified thematic. Therefore, a specific budget needs to be allocated and CPN secretariat has agreed to come up with suitable mechanism for appointed professionals.

Following the standard guide of *Kadar Bayaran Kepakaran Bukan Perunding*, CPN would suggest a payment to related professionals involved in this project.

The total expected cost is amounted RM106,500.00 based on an estimation for 50 series of webinar session.

Payment for:	Amount (RM)	Total Amount (RM)
Coordinator (1pax)	500.00 per session throughout the 50 webinar session series (500.00 x 50 series)	25,000.00
Speaker (2 pax*)	500.00 per webinar session	50,000.00

	(500.00 x 50 series x 2 pax)	
Moderator (1 pax*)	300.00 per webinar session (300.00 x 50 series x 1 pax)	15,00.00
Marketing, Social Media, Press Release		1,500.00
Promotional Brochure	300.00 per poster (300.00 x 50 series)	15,000.00
Total Amount (RM)		106,500.00

6. Approval of BOM

The approval of BOM is sought to approve the budget of RM106,500.00 to conduct CPN series of webinar session 2.0.

Prepared by:



Muhammad Fazre Zulhelmi

Assistant Manager

Date: 11 September 2020

Checked by:



Nik Faizal Nik Ahmad

Deputy Director

Date: 11 September 2020

Approved by:



Suhaimi Hamad

Director

Date: 11 September 2020



TERMS OF REFERENCE (TOR)
COORDINATOR FOR WEBINAR SESSION SERIES
CHEMICAL PRODUCTIVITY NEXUS (CPN)

1. Introduction about CPN

Under Malaysia Productivity Blueprint (MPB) launched in 2017, Chemical Productivity Nexus (CPN) has been identified as one of the 9 priority sub-sectors, covering various industry such as petrochemical, polymer, paint and coating, pesticides, fertilizer, industrial gases and etc.

The establishment of the CPN of Malaysia Productivity Corporation (MPC), being led by industry associations, acts as change agents to drive productivity trajectory of this sub-sector. CPN is championed by Y.Bhg Datuk Dr. Abd Hapiz Abdullah, Chairman, Chemical Industries Council of Malaysia (CICM) focuses on enhancing productivity of chemical sub-sector through common interest and digitalization goals. This initiative would cover the 4 thrusts of MPB:

- (1) **Workforce:** Building Workforce of the Future;
- (2) **Technology:** Driving Digitalization and Innovation;
- (3) **Industry Structure:** Making Industry Accountable for Productivity; and
- (4) **Business Environment:** Forging a Robust Ecosystem.

2. Project Background

The Covid-19 outbreak has proven to be strain, not just our healthcare systems, but also on the global economy, businesses are also growing increasingly concerned about surviving this extremely challenging times. The MCO was implemented nationwide for a two-week period starting on March 16, 2020 plus additional two-week period until 14 April 2020 to curb the COVID-19 outbreak. In light of this current development, CPN team plans to organize the webinar session series for professionals.

The information age has brought us a lot of new things that we never exploited. Holding a seminar through the web or webinar is one of the ways that MPC can manage with a minimum cost. It helps to propagate productivity and to get the industry professionals involved in realization the optimum time management and constantly be productive during the present movement control order.

3. Scope of Work for a Coordinator of CPN Webinar Session Series

The roles of a coordinator are basically to support, advise and assist the CPN team in the followings:

- (1) Identifying and proposing suitable thematic for selection of topics;
- (2) Planning and Sourcing of speakers and moderators;
- (3) Providing relevant presentation input materials as scheduled by CPN;
- (4) Compiling all presentation materials;
- (5) Preparing reports for all sessions;
- (6) Offering recommendations as per own area of expertise or knowledge or reference on the best practices and new developments, both local and overseas.

4. Duration of Appointment

The duration of appointment is effective on September until December 2020.

5. Payment Terms

The cost of service for a webinar coordinator is kept at **RM15,000.00** per session

Payment Summary		Total (RM)
1.	Coordinator's fee for 50 sessions of CPN webinar session series (RM500.00 x 50 series)	15,000.00
TOTAL		15,000.00

6. Secretariat

Nik Faizal Nik Ahmad
Program Manager
Chemical Productivity Nexus (CPN)
Productivity Growth Division (PGD)
Malaysia Productivity Corporation (MPC)
HP : 013-931 1174
emel : nikfaizal@mpc.gov.my

Muhammad Fazre Zulhelmi
Project Manager
Chemical Productivity Nexus (CPN)
Productivity Growth Division (PGD)
Malaysia Productivity Corporation (MPC)
HP : 017-624 9121
emel : fazre@mpc.gov.my

Prepared by: Secretariat of CPN

Date: 9 September 2020

Director General

Malaysia Productivity Corporation (MPC)
P.O Box 64, Jalan Sultan
46904 Petaling Jaya, Selangor
(Attn: Nik Faizal Nik Ahmad)
e-mail:nikfaizal@mpc.gov.my/fazre@mpc.gov.my

APPOINTMENT AS A COORDINATOR FOR 50 SERIES OF CPN WEBINAR SESSION

With regards to the above matter, I hereby accept the offer by Malaysia Productivity Corporation (MPC) for being a coordinator for the above said event.

Name:	IC Number:
Designation: Company:	Address:
Email address:	
Bank & Acc. Number (e.g: MBBXXX):	

Thank you.

.....
(Name:)



**TERMS OF REFERENCE (TOR)
PANELIST FOR WEBINAR SESSION SERIES
CHEMICAL PRODUCTIVITY NEXUS (CPN)**

1. Introduction about CPN

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2. Project Background

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The information age has brought us a lot of new things that we never exploited. Holding a seminar through the web or webinar is one of the ways that MPC can manage with a minimum cost. It helps to propagate productivity and to get the industry professionals involved in realization the optimum time management and constantly be productive during the present movement control order.

3. Scope of Work for a Coordinator of CPN Webinar Session Series

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- (4) Compiling all presentation materials;
- (5) Preparing reports for all sessions;
- (6) Offering recommendations as per own area of expertise or knowledge or reference on the best practices and new developments, both local and overseas.

4. Duration of Appointment

The duration of appointment is effective from September until December 2020.

5. Payment Terms

The cost of service for a webinar panelist is kept at **RM500.00 per session.**

Payment Summary		Total (RM)
1.	Panelist's fee (per session) for CPN webinar session series from September until December	500.00
TOTAL		500.00

6. Secretariat

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Prepared by: Secretariat of CPN
Date: 9 September 2020



TERMS OF REFERENCE (TOR)
MODERATOR FOR WEBINAR SESSION SERIES
CHEMICAL PRODUCTIVITY NEXUS (CPN)

1. Introduction about CPN

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- (4) Compiling all presentation materials;
- (5) Preparing reports for all sessions;
- (6) Offering recommendations as per own area of expertise or knowledge or reference on the best practices and new developments, both local and overseas.

4. Duration of Appointment

The duration of appointment is effective from September until December 2020.

5. Payment Terms

The cost of service for a webinar moderator is kept at **RM300.00** per session.

Payment Summary		Total (RM)
1.	Moderator's fee (per session) for CPN webinar session series from September until December	300.00
TOTAL		300.00

6. Secretariat

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Prepared by: Secretariat of CPN
Date: 9 September 2020

Director General

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e-mail:nikfaizal@mpc.gov.my/fazre@mpc.gov.my

APPOINTMENT AS A PANELIST / MODERATOR FOR SERIES OF CPN WEBINAR SESSION

With regards to the above matter, I hereby accept/do not accept (*pls. choose one*) the offer by Malaysia Productivity Corporation (MPC) for the above said event as follows:

PLEASE TICK WHERE APPLICABLE	
Speaker	
Facilitator	

Name:	IC Number:
Designation: Company:	Address:
Email address:	
Bank & Acc. Number (e.g: MBBXXX):	

Thank you.

.....
(Name:)