

## EXECUTIVE SUMMARY

<b>TITLE</b>	: <b>Machinery &amp; Equipment Productivity Nexus (MEPN) Coordinator</b>
<b>PROPOSED DATE AND VENUE</b>	: April – December 2020
<b>OBJECTIVES</b>	: <ul style="list-style-type: none"><li>• To assist the MEPN Champion and coordinates implementation of the nexus activities;</li><li>• To drive, and monitor progress of the 14 sub-initiatives highlighted in the MEPN Implementation Plan 2019-2020; and</li><li>• Liase closely with MEPN secretariat.</li></ul>
<b>OUTPUT</b>	: The output of the service include: <ul style="list-style-type: none"><li>• Progress reports;</li><li>• Meeting minutes;</li><li>• Presentation slides;</li><li>• Talking points;</li><li>• Short articles; and</li><li>• Other written materials.</li></ul>
<b>BUDGET/COST</b>	: SPN-M&E : <b>RM90,000.00</b>
<b>DEPARTMENT</b>	: Machinery and Equipment Productivity Nexus (MEPN)
<b>COMMENTS/ SIGNATURE OF ACCOUNTANT</b>	:
<b>COMMENTS/SIGNATURE OF PCT SENIOR MANAGER</b>	:

### 3.0. The Objectives

- a) To assist the MEPN Champion or his representatives and coordinates implementation of the nexus activities;
- b) To drive, and monitor progress of the 14 sub-initiatives highlighted in the MEPN Implementation Plan 2019-2020; and
- c) Liase closely with MEPN secretariat.

### 4.0 Output

The output of the service include progress reports, meeting minutes, presentation slides, talking points, short articles, and other written materials related to the 14 sub-initiatives.

### 5.0 Cost

Below is the estimation cost:

No.	Item	Cost	Quantity	Duration	Total (RM)
1.	Nexus Coordinator	RM5,000 /pax	2 pax	9 months	90,000.00
	<b>Total (RM)</b>				<b>90,000.00</b>

### 5.0 Conclusion

The approval of BOM is sought to approve the budget of **RM90,000.00** to utilise the SPN budget to appoint MEPN Coordinators for the year 2020.

Prepared by:



Abdul Rahman Kamis  
Project Manager  
Date: 30 March 2020

Checked by:



Dr. Mazlina Shaf'i'i  
Programme Manager  
Date: 30 March 2020

Approved by:



Suhaimi Hamad  
Director  
Date: 30 March 2020