

EXECUTIVE SUMMARY

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

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
	Total (RM)				90,000.00

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:



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Date: 30 March 2020

Checked by:



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

Approved by:



Suhaimi Hamad
Director
Date: 30 March 2020