

EXECUTIVE SUMMARY

TITLE	: Machinery & Equipment Productivity Nexus (MEPN) Webinar on Awareness Program and Training for M&E Industry
PROPOSED DATE AND VENUE	: April – December 2020
OBJECTIVES	: To conduct online sharing session, awareness and training via online/digital platform
OUTPUT	: The expected outputs include: <ul style="list-style-type: none">• Programme Modules/Slides;• Recorded Online Programmes;• List of issues related to industry (extracted from participants' questions and comments); and• Programme Report.
BUDGET/COST	: SPN-M&E : RM46,350.00
DEPARTMENT	: Machinery and Equipment Productivity Nexus (MEPN)
COMMENTS/ SIGNATURE OF ACCOUNTANT	:
COMMENTS/SIGNATURE OF PCT SENIOR MANAGER	:

5.0 Cost

Below is the estimation cost:

No.	Item	Cost	Quantity	Sessions	Total (RM)
1.	Speaker	RM500/pax	3 pax	10	15,000.00
2.	Moderator	RM500/pax	3 pax	10	15,000.00
3.	Short Course Training	RM3,000/program	5	5	15,000.00
4.	Dongle and Mobile WiFi	RM150/month	1 unit	9 months	1,350.00
	Total (RM)				46,350.00

5.0 Conclusion

The approval of BOM is sought to approve the budget of **RM46,350.00** to utilise the SPN-M&E budget to conduct series of webinar session for M&E industry players throughout the year 2020.

Prepared by:



Abdul Rahman Kamis
Project Manager
Date: 7 April 2020

Checked by:



Dr. Mazlina Shafii
Programme Manager
Date: 7 April 2020

Approved by:



Suhaimi Hamad
Director
Date: 7 April 2020