

EXECUTIVE SUMMARY

TITLE	:	EEPN Strategic Sessions and Administration for 1 st quarter 2021
PROPOSED DATE	:	Jan-Mar 2021
BUDGET/COST	:	RM 28,000.00 [MPB-EEPN]
OBJECTIVES	:	a) To deliberate EEPN initiatives b) To monitor implementation of EEPN initiatives c) To get feedback from industry
DEPARTMENT	:	DMO / Electrical and Electronics (E&E) Productivity Nexus
COMMENTS/ SIGNATURE OF ACCOUNTANT		
COMMENTS/ SIGNATURE OF PCT MGR		

PAPER FOR BOARD OF MANAGEMENT APPROVAL

EEPN Strategic Sessions and Administration for 1st quarter 2021

1.0 Purpose

The purpose of this paper is to seek the approval of MPC's Board of Management (BOM) to EEPN Strategic Sessions and Administration budget.

2.0 Background

A total of 2 EEPN Governing Committee strategic sessions will be held at various places in 2021 for 1st quarter of 2021 and several engagement sessions to be held which will need the travelling of the champions and Nexus coordinators

3.0 Objectives of the paper

- a) To monitor and coordinate EEPN programmes, activities, and initiatives
- b) To promote EEPN initiatives
- c) To get feedback from industry

4.0 EEPN Strategic Sessions

EEPN Strategic Sessions in Quarter 1 2021		
Meeting/Program/Event	Date	Venue / Virtually
GC Strategic Sessions 1/2021	22-Jan-2021	EEPN Zoom
GC Strategic Sessions 2/2021	31-Mar-2021	EEPN Zoom

4.0 Cost

The estimated cost are as follows:

PROJECT		Cost breakdown (RM)	Total (RM)
1	Travelling Expenses of EEPN Chairman, EEPN Nexus Coordinator includes accommodation and return flight or by car (km and toll)	3 months x 5 meetings x RM1,000	15,000
2	Food vouchers	50 pax x RM30 x 2 sessions	3,000
3	Writers and Publications (Newsletter, Press Release, etc)		10,000
ESTIMATED EXPENDITURE (RM)			28,000

6.0 Conclusion

The approval of BOM is sought to approve the Budget of **RM 28,000.00** for EEPN Strategic Sessions and Administration for 1st quarter 2021.

Prepared by:



Aiman Zakwan
Assistant Manager
Date: 11 Jan 2021

Reviewed by:



Lee Wan Wei
Manager
Date: 12 Jan 2021

Approved by:



Suhaimi Hamad
Director DMO
Date: 20 Jan 2021