

EXECUTIVE SUMMARY

TITLE	:	Retail and F&B Webinar Sessions
PROPOSED DATE	:	April – Julai 2021
BUDGET/COST	:	MPB = RM 36,875.00
OBJECTIVES	:	<ul style="list-style-type: none">i. To share some of the best practices by the industry playersii. To create awareness for the industry on selected topics
OUTPUT/OUTCOME	:	The total webinar to be organized in year 2021 will be 10 series.
DEPARTMENT	:	DMO/ Retail and F&B Productivity Nexus
COMMENTS ACCOUNTANT		
COMMENTS OF PCT MGR		

PAPER FOR BOARD OF MANAGEMENT APPROVAL

TITLE: RETAIL AND F&B WEBINAR SESSIONS

1.0 The purpose of this paper is to seek the approval of MPC's Board of Management (BOM) to utilise the Retail and F&B Productivity Nexus Budget for Implementation on Retail and F&B Webinar Sessions

2.0 Background:

Due to the movement control order announcement in March 2020, it has forced everyone to adopt a new way of working, learning and connecting with each other. Due to the scenario, business model for meeting, seminar, sharing session and training must change by using more online and digital platform to communicate and disseminate the knowledge and information.

In year 2020, the Retail and F&B Productivity Nexus (RFBPN) has organized 18 series of webinar that cover on digitalisation. The webinar was supported by all the industry players and government. Thus, in year 2021, RFBPN planned to continue this advocacy series in transferring and sharing knowledge between all parties. Through this online activity, we can help to reduce the number of COVID-19 cases.

3.0 Objective of the paper

- i. To share some of the best practices from the industry, government, and academia perspective; and
- ii. To create awareness on selected topics.

4.0 Output/Outcome

The total webinar to be organized in year 2021 will be 5 series.

5.0 Implementation Timeline

The Retail and F&B productive webinar series will be conducted from April until July 2021 and will be conducted every month.


Month	Date (Week)	
	2 nd Week	4 th Week
April	Webinar 1	
May	Webinar 2	
June	Webinar 3	
July	Webinar 4	Webinar 5

6.0 Estimated total cost (April – July 2021)

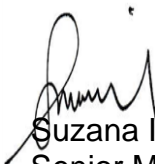
Total estimated cost for the programme is **RM 36,875.00** for MPB budget. Detail's breakdown of the cost is as below:

Cost Breakdown (MPB Budget)			
No.	Item	Quantity	Total (RM)
1	Speaker <ul style="list-style-type: none">Each session will have at least 1 - 3 speakers/ panelist.Total number of webinar series will be 10	RM500.00/pax x 3 speakers x 5 sessions	7,500.00
2	Moderator <ul style="list-style-type: none">The moderator appointed will be different person.The payment will include the time taken during rehearsal (30 minutes = RM125)	RM375.00/moderator x 5 sessions	1,875.00
3	Coordinator/ Facilitator	RM500.00 x 5 sessions	2,500.00
4	Poster (BI & BM)	RM500.00/poster x 5 series x 2 poster	5,000.00
5	Writing	RM200.00/page x 10-page x 5 series	10,000.00
6	Video	RM2,000.00 x 5 video	10,000.00
		Grand Total	36,875.00


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Date: 12 March 2021

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Date: 12 March 2021

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Date: 18 March 2021