

EXECUTIVE SUMMARY

TITLE	:	Agro-Food Productive Webinar Series
OBJECTIVE	:	<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
PROPOSED DATE	:	March - June 2021
TOTAL COST	:	RM33,000.00
BUDGET	:	SPC2.0
RECOMMENDED BY	:	
COMMENT/ SIGNATURE BY PCT	:	

MALAYSIA PRODUCTIVITY CORPORATION (MPC)
PROPOSAL FOR BOARD OF MANAGEMENT

AGRO-FOOD PRODUCTIVE WEBINAR SERIES

1.0 Purpose

The purpose of this paper is to request approval from Board of Management (BOM) to organised Agro-Food Productive Webinar with the total estimated cost of RM33,000 using SPC 2.0 allocation.

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 Agro-Food Productivity Nexus (AFPN) has organized 20 series of webinar that cover all the industry. The webinar was supported by all the industry players, government and also the academia. Thus, in year 2021, AFPN planned to continue this advocacy series in transferring and sharing knowledge between all parties. Through this online activities, we can help to reduce the number of COVID-19 cases.

3.0 Objective

- 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

The total webinar to be organized in year 2021 will be 20 series.

5.0 Potential risk

- i. Low participation during the live webinar
- ii. Topic to be discussed does not fit with the current issues

6.0 Implementation timeline

The agro-food productive webinar series will be conducted from March till December 2021 and will be conducted every 2nd and 4th week of the month.

Month	Date (week)	
	2 nd	4 th
March	Webinar 1	Webinar 2
April	Webinar 3	Webinar 4
May	Webinar 5	Webinar 6
June	Webinar 7	Webinar 8
July	Webinar 9	Webinar 10
August	Webinar 11	Webinar 12
September	Webinar 13	Webinar 14
October	Webinar 15	Webinar 16
November	Webinar 17	Webinar 18
December	Webinar 19	Webinar 20

7.0 Estimated total cost (March - December 2021)

No.	Details	Cost per unit	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 20 	RM500/pax x 3 speakers x 20 sessions	30,000.00
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/moderator x 20 sessions	7,500.00
3.	Coordinator	RM500/webinar x 20	10,000.00
4.	Poster (BI & BM)	RM500/poster x 20 x 2 posters	20,000.00
5.	Video	RM3000/video x 2	6,000.00
	Total (RM)		73,500.00

7.0 Cost Phase 1 (March - June 2021)

Below is the estimation cost:

No.	Details	Cost per unit	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 8	RM500/pax x 3 speakers x 8 sessions	12,000.00
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/moderator x 8 sessions	3,000.00
3.	Coordinator	RM500/webinar x 8	4,000.00
4.	Poster (BI & BM)	RM500/poster x 8 x 2 posters	8,000.00
5.	Video	RM3000/video x 2	6,000.00
Total (RM)			33,000.00

8.0 Approval from BOM

The consideration and approval from the Board of Management (BOM) is sought to organised Agro-Food Productive Webinar from March until June 2021 with the total estimated cost of RM33,000 using the SPC2.0 budget.

Prepared by:


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1 March 2021

Checked by:


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1 March 2021

Approved by:


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1 March 2021