

EXECUTIVE SUMMARY

TITLE	:	Information BOM Paper to Extend the implementation Period and Adjustment in Budget Allocation of Retail and F&B Virtual Advisory Clinic 2021
PROPOSED DATE	:	Jun – September 2021
BUDGET/COST	:	MPB/ RM42,500.00
OBJECTIVES	:	<ul style="list-style-type: none"> • To provide in-depth understanding on Retail and F&B consultation areas; • To diagnose company “sickness” and recommend implementable solutions in addressing the challenges and barriers for company’s growth and expansion; and • To support Retail and F&B industry capacity and capability to rebuild the business due to the adverse impact of COVID-19.
OUTPUT	:	<p>The expected outputs include:</p> <ul style="list-style-type: none"> • Standard operating procedures (SOP), process flow and manuals; • Terms of reference (TOR) for advisor and company; • Real-time recommendation based on RFB-VAC areas of consultation; • Reports on selected participating companies – 1 consultation report for each company comprising the company’s diagnostic information, challenges and restriction for expansion, as well as recommendation for solutions; and • Company evaluation report.
DEPARTMENT	:	PGD/ Retail and F&B Productivity Nexus
COMMENTS ACCOUNTANT	:	
COMMENTS OF PCT MGR	:	

PAPER FOR BOARD OF MANAGEMENT APPROVAL

Title: Retail and F&B Virtual Advisory Clinic 2021

1.0 Purpose

The purpose of this paper is to seek the approval of MPC's Board of Management (BOM) to Extend the implementation Period and Adjustment in Budget Allocation of Retail and F&B Virtual Advisory Clinic 2021.

2.0 Background

2.1 The initial BOM Paper was approved as follows:

No.	Title	Proposed Date	BOM Paper No.	Date Approved	Amount (RM)
i.	Retail and F&B Virtual Advisory Clinic 2021	March – May 2021	212/2021	23/2/2021	40,000.00

No.	Item	Cost	Quantity	Total (RM)
1.	Advisors	RM400/session	50 sessions	20,000.00
2.	Coordinator	RM500/session	20 sessions	10,000.00
3.	Promotion and Marketing • Poster • Video • FB Ads	RM10,000		10,000.00
Total (RM)				40,000.00

3.0 Timeline and Adjustment in Budget Allocation

3.1 New Proposed Implementation Timeline

No.	Activity	Tentative Date
1.	Open applications to Retail and F&B companies	7 June – 15 September 2021
2.	Clinic Session (for 50 companies) (1-hour for each companies)	14 June – 30 September 2021

3.2 Adjustment in Budget Allocation

No.	Item	Cost	Quantity	Total (RM)
1.	Advisors	RM400/session	50 sessions	20,000.00
2.	Facilitator	RM250/session	50 sessions	12,500.00
3.	Promotion and Marketing • Poster • Video • FB Ads	RM10,000		10,000.00
Total (RM)				42,500.00

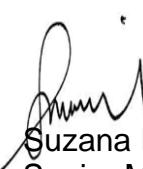
4.0 Approval From BOM

The consideration and approval of the Board of Management (BOM) is sought to undertake for adjustment in budget allocation amounted from RM40,000.00 to RM42,500.00 and extend the implementation period of RFBVAC.

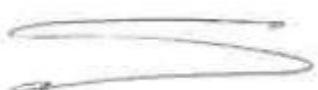
Prepared by:


Nor Adira Adnan
Assistant Manager
Date: 24 May 2021

Reviewed by:


Suzana Ismail
Senior Manager
Date: 24 May 2021

Approved by:


Haji Suhaimi Hamad
Director
Date: 24 May 2021