

MPC(DMO)600

26 Oktober 2020

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Tuan,

LANTIKAN SEBAGAI KOORDINATOR BAGI CHEMICAL PRODUCTIVITY NEXUS WEBINAR SERIES 2.0

Dengan segala hormatnya perkara di atas adalah dirujuk.

2. Adalah dimaklumkan bahawa Perbadanan Produktiviti Malaysia (MPC) bersetuju untuk melantik tuan sebagai koordinator bagi 30 Sesi Chemical Productivity Nexus Webinar Series 2.0 seperti berikut :

Program	Chemical Productivity Nexus Webinar Series 2.0
Tempoh Projek	Nov – Disember 2020
Terma Pembayaran	FASA 1 - Koordinator untuk 10 Siri webinar (RM500/sesi x 10siri) FASA 2 - Koordinator untuk 10 Siri webinar (RM500/sesi x 10siri) FASA 3 - Koordinator untuk 10 Siri webinar (RM500/sesi x 10siri)
Skop Kerja	Sila rujuk <i>Term Of Reference(TOR)-Appendix 2</i>

3. Bersama-sama ini juga dilampirkan **Borang Setuju Terima (Appendix 1)** untuk ditandatangan dan dikembalikan penduanya kepada pihak MPC untuk tindakan selanjutnya.

4. Perhatian pihak tuan terhadap perkara ini amatlah diharapkan. Sekiranya terdapat sebarang pertanyaan lanjut mengenai perkara ini, pihak puan boleh menghubungi Mazuan Salih di talian 012- 6030063.

Sekian, terima kasih.

“MEMACU PRODUKTIVITI NEGARA”

Saya yang menjalankan amanah,



(NIK FAIZAL NIK AHMAD)
Timbalan Pengarah
Perbadanan Produktiviti Malaysia (MPC)

Director General

Malaysia Productivity Corporation (MPC)
P.O Box 64, Jalan Sultan
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**APPOINTMENT AS A COORDINATOR FOR CHEMICAL PRODUCTIVITY NEXUS
WEBINAR SERIES 2.0**

With regards to the above matter, I hereby accept/do not accept (*pls. choose one*) the offer by Malaysia Productivity Corporation (MPC) for the above said event as follows:

PLEASE TICK WHERE APPLICABLE	
Panelist	
Coordinator	

Name:	IC Number:
Designation: Company:	Address:
Email address:	
Bank & Acc. Number (e.g: MBBXXX): MBB164165038066	

Thank you.

.....
(Name:)



**TERMS OF REFERENCE (TOR)
COORDINATOR FOR WEBINAR SESSION SERIES
CHEMICAL PRODUCTIVITY NEXUS (CPN)**

1. Introduction about CPN

Under Malaysia Productivity Blueprint (MPB) launched in 2017, Chemical Productivity Nexus (CPN) has been identified as one of the 9 priority sub-sectors, covering various industry such as petrochemical, polymer, paint and coating, pesticides, fertilizer, industrial gases and etc.

The establishment of the CPN of Malaysia Productivity Corporation (MPC), being led by industry associations, acts as change agents to drive productivity trajectory of this sub-sector. CPN is championed by Y.Bhg Datuk Dr. Abd Hapiz Abdullah, Chairman, Chemical Industries Council of Malaysia (CICM) focuses on enhancing productivity of chemical sub-sector through common interest and digitalization goals. This initiative would cover the 4 thrusts of MPB:

- (1) **Workforce:** Building Workforce of the Future;
- (2) **Technology:** Driving Digitalization and Innovation;
- (3) **Industry Structure:** Making Industry Accountable for Productivity; and
- (4) **Business Environment:** Forging a Robust Ecosystem.

2. Project Background

The Covid-19 outbreak has proven to be strain, not just our healthcare systems, but also on the global economy, businesses are also growing increasingly concerned about surviving this extremely challenging times. The MCO was implemented nationwide for a two-week period starting on March 16, 2020 plus additional two-week period until 14 April 2020 to curb the COVID-19 outbreak. In light of this current development, CPN team plans to organize the webinar session series for professionals.

The information age has brought us a lot of new things that we never exploited. Holding a seminar through the web or webinars is one of the ways that MPC can manage with a minimum cost. It helps to propagate productivity and to get the industry professionals involved in realization the optimum time management and constantly be productive during the present movement control order.

3. Scope of Work for a Coordinator of CPN Webinar Session Series

The roles of a coordinator are basically to support, advise and assist the CPN team in the followings:

- (1) Identifying and proposing suitable thematic for selection of topics;
- (2) Planning and Sourcing of speakers and moderators;
- (3) Providing relevant presentation input materials as scheduled by CPN;
- (4) Compiling all presentation materials;
- (5) Preparing reports for all sessions;
- (6) Offering recommendations as per own area of expertise or knowledge or reference on the best practices and new developments, both local and overseas.

4. Duration of Appointment

The duration of appointment is effective on November until December 2020.

5. Payment Terms

The cost of service for a webinar coordinator is kept at **RM500.00** per session

Payment Summary		Total (RM)
Phase 1.	Coordinator's fee for 10 series of CPN webinar session series (RM500.00 x 10 series)	5,000.00
Phase 2.	Coordinator's fee for 10 series of CPN webinar session series (RM500.00 x 10 series)	5,000.00
Phase 3.	Coordinator's fee for 10 series of CPN webinar session series (RM500.00 x 10 series)	5,000.00
TOTAL		15,000.00

6. Secretariat

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