

**Terms of Reference
Writer
Electrical & Electronics Productivity Nexus (EEPN)**

MPC will commission Cheang Wai Mun as writer subject to the following terms and conditions:-

1. Roles and Responsibilities as Writer

- i. To provide necessary professional inputs to support the implementation of all initiatives.
- ii. To prepare the report/speech/articles/any other document and circulated within seven (7) working days from the date of the commencement/announcement;
- iii. To attend relevant meetings and discussions with stakeholders within the Selangor state and any other location(s) as required;
- iv. To attend the articles review sessions with MPC and the EEPN Champion; and
- v. To provide any recommendations per own area of expertise or knowledge

2. Durations of the Appointment

The duration of the appointment starting from July 2020 to Dec 2020.

3. Payment

RM150.00 per page (not more than 100 pages) for press release/speech/articles/ report any other document based on Semakan Semula Garis Panduan Kadar Bayaran Perkhidmatan Kepakaran (Bukan Perunding) Di Perbadanan Produktiviti Malaysia (MPC) dated 3 April 2020

4. Proprietary Rights

- The writer or his organisation agreed that their names will not be published.
- All written text must be original and previously unpublished. Any write-up which has been plagiarised will be rejected.

5. Confidentiality

All information shared and discussed during any meetings are confidential and shall never be disclosed to other parties in any manner without prior consent from the Champion and MPC.

6. Champion

YBhg. Dato' Seri Wong Siew Hai

Champion of Electrical & Electronics Productivity Nexus (EEPN)

7. Productivity Growth Division (PGD)

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