

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

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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- The writer or his organisation agreed that their names will not be published.
- All written text must be original and previously unpublished.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 (EEP)N

## **7. Productivity Growth Division (PGD)**

**Pn. Lee Wan Wei**

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