

MPC (PCD) 600-7/3/23

6 November 2020

**Encik Syukri Hadafi Hamdan**

Gemba Solution Enterprise  
Level 11, Menara Ken TTDI  
No. 37, Jalan Burhanuddin Helmi,  
60000, TTDI, Kuala Lumpur.

*Tuan,*

**APPOINTMENT AS THE MODERATOR FOR RURB WEBINAR SERIES**

We hereby refer to the above subject.

2. We are pleased to inform that Malaysia Productivity Corporation (MPC), a statutory Body under the Ministry of International Trade and Industry (MITI) would like to appoint you as the moderator for RURB Webinar Series. The details of the session are as follows:

**Project Name : Occupational Safety and Health during pandemic crisis: How best it could be leveraged for business survival?**

**Duration : 17 November 2020**

**Time : 11.00 am – 12.00 noon (including Q&A)**

**Payment Term : RM250/hour**  
(Details as per Terms of Reference in Appendix A)

3. Should you agree with the offer, please return the completed 'Acceptance of Offer' form (as attached) to MPC.

4. Please do not hesitate to contact En Mohd Hilmi Mohd Idris (Tel: 019-288 2539; Email: [hilmi@mpc.gov.my](mailto:hilmi@mpc.gov.my)) if you have any further enquiry.

Thank you.

Your sincerely,



**(MOHAMAD AZROL MOHAMAD DALI)**

Deputy Director  
Productivity and Competitiveness Development Division  
Malaysia Productivity Corporation (MPC)

## **ACCEPTANCE OF OFFER**

### **APPOINTMENT AS THE SPEAKER FOR RURB WEBINAR SERIES**

To:

Director General  
Malaysia Productivity Corporation (MPC)  
Jalan Sultan, Lorong Produktiviti  
46200 Petaling Jaya  
Selangor.  
**(Attn to: En Mohd Hilmi Mohd Idris;**  
**Email: hilmi@mpc.gov.my)**

### **ACCEPTANCE OF OFFER**

I ..... hereby agree to accept the offer from MPC on the **appointment as the moderator** for the programme as follows:

**Project Name : Occupational Safety and Health during pandemic crisis: How best it could be leveraged for business survival?**

**Date : 17 November 2020**

**Time : 11.00 am – 12.00 noon (including Q&A)**

**Payment Term : RM250/hour**  
(Details as per Terms of Reference in Appendix A)

Personal particular details for payment purpose are as follows:

Signature :

NRIC No. :

Account No. :

Bank Name :

Email :

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Should you have any inquiry, please contact:

<b>Name</b>	<b>Tel</b>	<b>E-mail</b>
En Mohd Hilmi Mohd Idris	019-288 2539	hilmi@mpc.gov.my

## APPENDIX A

### 1. RESPONSIBILITIES OF A MODERATOR

- a) Prepare related materials for promotional activities
- b) Introduces the panelists and solicits questions from the audience
- c) Ensures speakers adhere to the time limit
- d) Organise a pre-call with panellists, if applicable
- e) Meet specified deadlines (e.g: rehearsals, during webinar session)
- f) Conclude the gist of the webinar session

### 2. PROPOSED WEBINAR TITLES

The proposed title for the session is '**Occupational Safety and Health during pandemic crisis: How best it could be leveraged for business survival?**'. However, it is subject to change with mutual agreement between speaker and organizer.

### 3. PAYMENT TERM

The following table outlines the payment term for **a webinar session**:

Role	Payment Details	Total payment (RM)
Moderator	RM250/hour	250