

MPC (PCD) 600-7/3/23

6 November 2020

YBrs. Dr. Muhamad Arif Bin Muhamad Noordin

National Institute of Occupational Safety & Health (NIOSH)

Lot 1, Jalan 15/1, Section 15,

43650 Bandar Baru Bangi,

Selangor Darul Ehsan

YBrs Dr Muhamad Arif,

APPOINTMENT AS THE SPEAKER 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 speaker for RURB Webinar Series. The details of the session are as follows:

Proposed Webinar Title : Occupational Safety and Health during pandemic crisis: How best it could be leveraged for business survival?

Proposed Date : 17 November 2020

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

Payment Term : Speaker – RM300/hour and RM200.00 for slides
(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 M Idris (Tel: 019-288 2539; email: hilmi@mpc.gov.my) should 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

Ihereby agree to accept the offer from MPC on the **appointment as the speaker** for the programme as follows:

Proposed Webinar Title	: Occupational Safety and Health during pandemic crisis: How best it could be leveraged for business survival?
Proposed Date	: 17 November 2020
Time	: 11.00 am – 12.00 noon (including Q&A)
Payment Term	: Speaker – RM300/hour and RM200.00 for slides (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 :

Should you have any inquiry, please contact:

Name
En Mohd Hilmi Mohd Idris

Tel
019-288 2539

E-mail
hilmi@mpc.gov.my

TERMS OF REFERENCE**1. RESPONSIBILITIES OF A SPEAKER**

- a. Work with RURB team of MPC to develop a session title and description
- b. Prepare materials and submit it preferably 2 days before event
- c. Provide brief speaker's background information
- d. Meet specified deadlines (e.g: rehearsals, speaker's background information submission, session description and final presentation submission)
- e. Deliver presentation on scheduled date and time, including responding to questions in the Q&A session, and, if applicable, respond to participants' inquiries post call.

As an organizer, MPC reserves the right to amend and change the terms of reference should unforeseen circumstances occur with an acceptable notice to the speaker.

2. PAYMENT TERM

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

Role	Payment Details	Total payment RM)
Speaker	RM300/hour (for 1 hour)	300
	RM200 (slides preparation)	200
TOTAL		500