

MPC (PCD) 600-7/3/23

23 October 2020

Ms. Najwa Harzani Datuk Ezumi Harzani

101, Jalan Mulia 1/3,
Taman Bukit Mulia, Bukit Antarabangsa,
68000, Ampang
Selangor

Ms. Najwa,

APPOINTMENT AS THE RAPPORTEUR FOR RURB-DCP 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 rapporteur for RURB-DCP Webinar Series. The details of the session are as follows:

- Project Name** : **RURB-DCP Webinar Series**
(Proposed webinar titles as per Appendix A)
- Duration** : **November – December 2020**
- Payment Term** : **RM150/page**
(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 Ms. Rabiatul Hana Binti Ishak (Tel: 014-7169285; Email: rabiatulhana@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: Ms Rabiatal Hana Ishak;

Email: rabiatalhana@mpc.gov.my)

ACCEPTANCE OF OFFER

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

Project Name : **RURB-DCP Webinar Series**
(Proposed webinar titles as per Appendix A)

Duration : **November – December 2020**

Payment Term : **RM150/page**
(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
Ms. Rabiatal Hana Ishak

Tel
014-7169285

E-mail
rabiatalhan@mpc.gov.my

1. RESPONSIBILITIES OF A RAPPORTEUR

- a. Prepare a written report for the webinar session in the following formats:
 - i. Maximum 5 pages (including webinar details, summary of topics discussed, Q&A and other relevant contents)
 - ii. Font Arial Size 12 and 1.5 spacing
- b. Ensure that the webinar session, outcomes and Q&A are clearly recorded.
- c. Submit the report in a week after the webinar session
- d. Meet specified deadlines (e.g: submit report)

2. PROPOSED WEBINAR TITLES

No.	Proposed Title	Proposed Date
1.	Kesalahan Am Pengemukaan Pelan Kebombaan	November 2020
2.	Kesalahan Am Pengemukaan Pelan KM dan Pelan Bangunan	November 2020
3.	OSC 3.0 Plus Online System	November 2020
4.	P6: OSC 3.0 Plus	November 2020
5.	Overview of OSC 3.0 Plus	November 2020
6.	Kawalan Pembangunan di Kuala Lumpur	November 2020

Note: Webinar titles and commencement dates are subject to changes

3. PAYMENT TERM

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

Role	Payment Details	Total payment (RM)
Rapporteur	RM150/page (maximum 5 pages)	750