



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: [rabiatalhana@mpc.gov.my](mailto:rabiatalhana@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**

I ..... hereby 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 :

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Should you have any inquiry, please contact:

<b>Name</b>	<b>Tel</b>	<b>E-mail</b>
Ms. Rabiatal Hana Ishak	014-7169285	rabiatalhana@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**

<b>No.</b>	<b>Proposed Title</b>	<b>Proposed Date</b>
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:

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