

MEMO

KEPADA : YBhg. Dato' Abdul Latif Hj Abu Seman
Ketua Pengarah

MELALUI : En. Suhaimi Hamad
Pengarah PCD

DARIPADA : Pn. Nur Fatimah Mohd Zaki
Penolong Pengurus

TARIKH : 26 November 2020

PERKARA : **PERMOHONAN KELULUSAN PENGELUARAN PESANAN
KERAJAAN DAN PEMBAYARAN PAKAR TEKNIKAL BAGI
SESI STRATEGIK ESEKUTIF (ESS) BAGI NEXUS
PRODUKTIVITI AGRO-MAKANAN**

Adalah saya dengan hormatnya merujuk kepada perkara di atas.

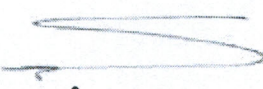
1. Untuk makluman YBhg. Dato', Nexus Produktiviti Agro-makanan (AFPN) akan mengadakan satu Sesi Strategik Eksekutif (ESS). Pada asalnya sesi ini akan dijalankan secara fizikal. Walau bagaimanapun atas sebab Perintah Kawalan Pergerakan Bersyarat (PKPB) dilanjutkan sehingga 9 Disember 2020 maka program ini akan dijalankan secara atas talian. Untuk makluman YBhg. Dato' juga, pihak sekretariat AFPN telah mengisi dan menghantar perolehan (eRO) pada 15 Oktober 2020 untuk Perkhidmatan Fasilitator bagi Sesi Strategik Esekutif (ESS) Nexus Produktiviti Agro-Makanan.
2. Oleh demikian, atas nasihat pihak Unit Perolehan, borang eRO yang asal perlu dibatalkan kerana lantikan fasilitator hanya untuk program fizikal sahaja dan sekretariat AFPN dipohon untuk menghantar permohonan perolehan (eRO) baru.
3. Sehubungan itu, pihak sekretariat AFPN ingin mendapatkan kelulusan daripada YBhg. Dato' untuk meluluskan pengeluaran pesanan jabatan dan pembayaran bagi lantikan Puan Zatun Zuraida Muhd Anuar sebagai pakar teknikal sesi ESS AFPN. Antara tugas beliau adalah untuk mendapatkan input dan merangka pelan tindakan program di bawah AFPN untuk tahun 2021.

Sekian, terima kasih.

Disediakan oleh,


Nur Fatimah Mohd Zaki
Pen. Pengurus
AFPN/PGD

Disokong oleh,


Suhaimi Hamid
Pengarah
PGD/PCD

Diluluskan oleh,


Dato' Abdul Latif Haji Abu Seman
Ketua Pengarah
Perbadanan Produktiviti Malaysia



PERBADANAN PRODUKTIVITI MALAYSIA (MALAYSIA PRODUCTIVITY CORPORATION)

Peti Surat 64, Jalan Sultan, 46904 Petaling Jaya, Selangor D.E., Malaysia:
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Lorong Produktiviti, Off Jalan Sultan, 46200 Petaling Jaya, Selangor D.E., Malaysia.
<http://www.mpc.gov.my>



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[Badan Berkanun di bawah Kementerian Perdagangan Antarabangsa dan Industri – MITI]

MPC(DMO) 600-4/1

26 November 2020

Puan Zatun Zuraida Muhd. Anuar
330, Level 3, Menara Axis
No.2 Jalan 51A.223, Seksyen 51A
46100 Petaling Jaya
Selangor

Puan,

APPOINTMENT AS TECHNICAL EXPERT FOR AGRO-FOOD PRODUCTIVITY NEXUS EXECUTIVE STRATEGIC SESSION

The Agro-food Productivity Nexus (AFPN) under Malaysia Productivity Corporation (MPC) will be conducting a series of Executive Strategic Session. As such we would like to appoint you as the technical expert for the session that will be held as per details below;

Program	: Executive Strategic Session for Agro-food Productivity Nexus
Date	: December 2020 (details will be mentioned in the term of reference)

An honorarium will be paid for your service rendered. Should you agree to accept this offer and the term of reference (Appendix 1), please fill in the acceptance form (Appendix 2) and return to us by 14th October 2020.

Should you need further clarification regarding this appointment please contact Puan Nur Fatimah Mohd Zaki at 011 1019 0313 or e-mail at nurfatimah@mpc.gov.my.

Thank you.

“DRIVING PRODUCTIVITY OF THE NATION”

Yours sincerely,

(MOHAMAD NORJAYADI TAMAM)

Deputy Director
Delivery Management Office
for Director General
Malaysia Productivity Corporation

TRANSFORMATION • INNOVATION • PARTNERSHIP

(Silalahi rujuk bilangan surat ini apabila menjawab)

TERMS OF REFERENCE (TOR)
APPOINTMENT AS A TECHNICAL EXPERT FOR AGRO-FOOD PRODUCTIVITY NEXUS
EXECUTIVE STRATEGIC SESSION

1.0 Background

The Agro-food Productivity Nexus (AFPN) will be organizing a series of executive strategic session (ESS). The objectives of this session is to oversee the progress of programs and activities that is being implemented by industries and supported by AFPN in year 2020. During the session there will also be a discussion on the workplan of programs and activities for year 2021. Furthermore, any issues or challenges pertaining to the Nexus will be highlighted and discuss during this session.

This strategy session will be organised in 2 groups according to the subject matter under AFPN namely Horticulture (Flowers, Fruits, Vegetables and others related), Poultry, Fisheries, and Ruminants. The participants that will participate in this ESS are the Nexus Governing Committee (NGC) Members, Subject Matter Expert (SME), Industry players related to the subject matter, DMO Secretariat and AFPN Secretariat. During the session, all participants will have a discussion on projects that have been carried out throughout 2020 and to draft workplan for 2021.

2.0 Roles and Responsibilities

- i. Identify feedback and issues for year 2020
- ii. Develop year 2021 workplan programs/activities for AFPN based on the input derive during the ESS.

3.0 Programme Timeline

The ESS will be organise in two groups according to the subject matter under AFPN as follows:

#	Session	Tentative date
1.	Group 1: i. Horticulture (Flowers, Fruits, Vegetables and others related)	7 December 2020

2.	Group 2: i. Livestock ii. Fisheries	8 December 2020
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**Note:*

- i. *The date may be re-scheduled based on the current situation*
- ii. *The total man-days taken will be 10 man-days inclusive of pre and post work for each group*

4.0 Payment Terms

The total payment for the service rendered will be RM20,000 inclusive of all tax imposed (RM2,000 per man-days) and the payment will be paid at the end of the programme.

#	Session	Man-days	TOTAL (RM)
1.	Group 1	RM2,000/man-days x 1.5 days	3,000.00
2.	Group 2	RM2,000/man-days x 1.5 days	3,000.00
3.	Desk work	RM2,000/man-days x 7 days	14,000.00
TOTAL			20,000.00

**Notes:*

- i. The total man-days taken will include one day preparatory work before each session and half day during the actual session for each group.
- ii. Desk work to combine all input and prepare 2021 workplan for AFPN include 7 man-days.

5.0 Deliverables

Agro-food Productivity Nexus 2021 Action Plan

6.0 Secretariat

Agro-Food Productivity Nexus
Productivity Growth Division
Malaysia Productivity Corporation