

**SERVICE DELIVERABLES FORM**

**ATTACHMENT A**

**Name : Muhamad Taufik bin Meh**

**IC Number : 901008-09-5277**

**Month : October**

No.	Date	Total Hour	Amount Charges (RM)	Relevant Writing Materials (RM)	Minutes Writing (RM)	Deliverables
1.	5/10/2020	2	-	-	100	Minutes
2.	9/10/2020	4	-	-	600	Minutes (Physical Meeting)
3.	12/10/2020	2	-	-	200	Minutes
4.	12/10/2020	2	-	-	150	Minutes
5.	19/10/2020	2	-	-	250	Minutes
6.	20/10/2020	1	-	-	50	Minutes
7.	23/10/2020	1	-	-	50	Minutes
8.	30/10/2020	2	-	-	100	Minutes
9.	30/10/2020	-	-	600	-	Proofreading
10.	30/10/2020	-	-	100	-	Data Compilation
11.	2/10 – 28/10	-	-	400	-	Webinar Report
<b>Total Fees</b>				<b>1100</b>	<b>1500</b>	

*Note: Please attach this form with attendance list, minutes of meeting and other relevant writing materials.*

**Prepared by:**



**Abdul Rahman Kamis**  
Assistant Manager  
Malaysia Productivity Corporation

**Approved by:**



**Dr. Mazlina Shaf'i'i**  
Deputy Director  
Malaysia Productivity Corporation

**MINUTES OF MEETING**  
**The Development of National Smart Manufacturing Standard Guideline**

**Date** : **5 October 2020**  
**Time** : **11:00 a.m. – 11:30 a.m.**  
**Venue** : **Microsoft Team**  
**Chairman** : **Dr. Mazlina Shafii**

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**Agenda:**

1. Welcoming Address
2. Introduction to Smart Manufacturing
3. Next Course of Actions
4. Closure of Meeting

Attendance: As per Appendix A

<b>No.</b>	<b>Discussion / Decision</b>	<b>Action</b>	<b>Remarks</b>
<b>1.</b>	<b>Welcoming Address</b>		
	1.1 The Chairman welcomed everyone to the meeting. The meeting started at 11 a.m.	For information	
<b>2.</b>	<b>Introduction to Smart Manufacturing</b>		

	<p>2.1 Mr. Vincent presented the National Smart Manufacturing Standard Guidelines, Version 2020 to the meeting. The topics covered:</p> <ul style="list-style-type: none"> <li>• Functional Safety</li> <li>• Products Classification</li> <li>• Communication Protocols</li> <li>• Interfaces Configuration</li> <li>• Engineering</li> <li>• Digital Factory Reference Model</li> <li>• Architecture</li> <li>• Cybersecurity</li> </ul> <p>He highlighted that Communication Protocols is the most important because the country is going to Industry 4.0.</p> <p>2.2 Tn. Hj. Suhaimi informed to the meeting that MPC has worked with Mr. Vincent on Malaysia Productivity Blueprint.</p>	For information	
<b>3.</b>	<b>Next Course of Actions</b>		
	<p>3.1 The meeting agreed to have a series of meetings to discuss on this matter. Mr. Abdul Aziz informed that the process of developing the guidelines might take</p>	For action	MPC to schedule the next meeting.

	<p>around 6-8 month to complete. SIRIM needs to get assistance from experts to come out with the guidelines.</p> <p>3.2 Mr. Abdul Aziz and Dr. Mazlina requested Mr. Vincent to send the draft framework of smart manufacturing that he has developed.</p> <p>3.3 The meeting agreed to discuss the other matters in the next meeting.</p>		
<b>4.</b>	<b>Closure of Meeting</b>		
	<p>The Chairman thanked everyone for their present. The meeting adjourned at 11:30 a.m.</p>		

Prepared by:

**MR. MUHAMAD TAUFIK BIN MEH**

Coordinator,  
Machinery & Equipment Productivity Nexus (MEPN)

Approved by:

**DR. MAZLINA SHAFI'I**

Program Manager,  
Machinery & Equipment Productivity Nexus (MEPN)

## **Appendix A**

### **LIST OF ATTENDANCE**

1. Tn. Hj. Suhami Hamat  
MPC
2. Dr. Mazlina Shafii  
MPC
3. Mr. Mohamad Norjayadi  
MPC
4. Mr. Abdul Rahman Kamis  
MPC
5. Mr. Vincent Oh  
NEXAIOT
6. Mr. Abdul Aziz  
SIRIM
7. Ms. Norfaizah  
SIRIM
8. Ms. Salmah Nordin  
SIRIM
9. Mr. Ricky Soo  
MEIF
10. Mr. Muhamad Taufik bin Meh  
MEPN

**MINUTES OF MEETING**  
**Focus Group Discussion on MEPN Workgroup and Way Forward**

**Date** : **9 October 2020**  
**Time** : **9:30 a.m. – 12:30 p.m.**  
**Venue** : **Serunai Suite 1 & 2, Hotel Hilton Petaling Jaya**  
**Chairman** : **Mr. Mac Ngan Boon**

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**Agenda:**

1. Welcoming Address
2. Updates on MEPN Current Initiatives
3. Review 2019 – 2020 Workplan
4. Develop 2021 Workplan
5. Review on MEPN Coordinator's Job Description
6. MEPN Promotional Activities
7. Closure of Meeting

Attendance: As per Appendix A

<b>No.</b>	<b>Discussion / Decision</b>	<b>Action</b>	<b>Remarks</b>
<b>1.</b>	<b>Welcoming Address</b>		

	The Chairman welcomed everyone to the meeting. The meeting started at 9:30 a.m.	For information	
<b>2.</b>	<b>Updates MEPN Current Initiatives</b>		
	<p>2.1 Dr. Mazlina updated the meeting with MEPN current initiatives. She informed that some of the initiatives have completed and some still in progress. Overall, the progress of the initiatives is good.</p> <p>2.2 The Industrial Skills Framework, under Mr. Chan has been completed and the e-Book is ready to be uploaded to both MPC and HRDF websites.</p> <p>2.3 The launch of Industrial Skills Framework will take place in November 2020 via virtual platform. MEPN secretariats are working on that.</p> <p>2.4 The Productivity1010, under Mr. KH Tiong has introduced two programs. One of the programs is mentoring program. The focus is on digitization and at the moment it involved five companies.</p> <p>2.5 The idea of M&amp;E cluster was accepted by the Deputy Director General, Mr. Zahid Ismail. He called for a virtual meeting next week in the evening. The</p>	<p>For information</p> <p>For information</p> <p>For information</p> <p>For information</p> <p>For action</p>	Dr. Mazlina to confirm with Mr. Zahid on the date and time.

	<p>schedule is TBC. Dr. Mazlina will update the members once she confirmed with Mr. Zahid.</p>		
<b>3.</b>	<b>Review 2019 – 2020 Workplan</b>		
	<p>3.1 Mr. Chan presented the Shortcomings of Project 1-4 (WG1). He highlighted on the four drivers of productivity growth as follows:</p> <ul style="list-style-type: none"> <li>• Invest in physical capital such as machinery, equipment and building</li> <li>• Innovation that create new technologies, new products or new ways of working</li> <li>• Healthy competition among companies in the same industry</li> <li>• Upskilling and reskilling human capital</li> </ul>	For information	
<b>4.</b>	<b>Develop 2021 Workplan</b>		
	<p>4.1 Mr. KS Yoong updated the meeting on the presentation that MEPN presented to EPU. EPU wanted the information of companies in associations of MEIF by segment - small, medium and large.</p> <p>4.2 Mr. KS Yoong presented his findings to the meeting. His findings are as follows:</p>	For information	

	<ul style="list-style-type: none"> <li>• 85% of 6,000 members in MEIF are SMEs, on average have value added below 15% of revenue and compete in Red Ocean Strategy</li> <li>• Common issues and challenges are talent &amp; manpower, technology and innovation adoption, SME empowerment and development, and M&amp;E ecosystem</li> <li>• Profitability takes precedent over productivity</li> <li>• Silos – public agencies and private enterprise</li> </ul>		
4.3	Mr. KS Yoong continued the presentation with MEPN approach, the summary of MEPN productivity improvement projects and provided his recommendations at the end of the presentation.	For information	
4.4	<p>The meeting agreed on:</p> <ul style="list-style-type: none"> <li>• MEIF associations to enhance / promote MEPN by nominating two member that have excellent understanding on MEPN programs and initiatives</li> <li>• MEIF to do analysis on members by categories – small, medium and large</li> </ul>	<p>For action</p> <p>For action</p>	<p>MEIF to nominate two members with the specified criteria</p> <p>MEIF to do the analysis on members by category</p>

	<ul style="list-style-type: none"> <li>Accessing the available funding / grant relevant to MEPN</li> </ul>	For action	Dr. Mazlina to discuss with Mr. Zahid on the available funding / grant
<b>5.</b>	<b>Review on MEPN Coordinator's Job Description</b>		
	<p>5.1 Dr. Mazlina presented coordinator's job descriptions to the meeting.</p> <ul style="list-style-type: none"> <li>Mr. Mac told that he need few days to review the coordinator's job descriptions. He will get back to Dr. Mazlina when it is done.</li> </ul>	For action	Mr. Mac to review the coordinator's job description
<b>6.</b>	<b>MEPN Promotional Activities</b>		
	<p>6.1 Ms. Huda presented the communication plans for MEPN. The meeting agreed to schedule the promotional activities as follows:</p> <p><b>Platform : Live Platform 988 FM</b></p> <p>Date : 19 or 26 Oct 2020</p> <p>Time : TBC (an hour)</p> <p>Speaker 1 : Datuk Michael Kang</p> <p>Speaker 2 : Mr. KH Tiong</p> <p>Topics : Productivity1010 : MEVAC</p>	For action	<p>Mr. KH Tiong to prepare the scripts.</p> <p>Ms. Huda to forward the scripts and to confirm on the arrangement with the radio station</p>

	<p>: Skills Framework &amp; MEPN        : SME to be Part of the Initiative</p> <p><b>Platform : Sin Chew Daily</b>        Date : 16 or 23 Oct 2020        Place : Chairman Room / Meeting Room</p>		
	<p><u>1<sup>st</sup> Session</u></p> <p>Time : 10 a.m. – 11 a.m.        Speaker 1 : Mr. CT Siew        Speaker 2 : Mr. KS Yoong        Speaker 3 : Mr. Chong        Topics : RURB and Public-Private</p>	Mr. CT Siew	<p>Mr. CT Siew to prepare the scripts.</p> <p>Ms. Huda to confirm the arrangement with Sin Chew Daily.</p>
	<p><u>2<sup>nd</sup> Session</u></p> <p>Time : 11 a.m. – 12 noon        Speaker 1 : Mr. Yue        Speaker 2 : Mr. Ricky        Speaker 3 : Mr. Alan        Topics : Productivity</p>		

	<b>Platform : Malaysia Hari Ini (Top Show)</b> Date : TBC (October) Time : TBC Place : Chairman Room / Meeting Room Speaker : Ms. Mimi Topics : To be discussed with DPN	For action	Ms. Huda to confirm with DPN on the date, time and topics.  Ms. Huda then to update Ms. Mimi on the schedule of the show.
<b>7.</b>	<b>Closure of Meeting</b>		
	The Chairman thanked everyone for their present. The meeting adjourned at 12:30 p.m.		

Prepared by:

**MR. MUHAMAD TAUFIK BIN MEH**

Coordinator,  
Machinery & Equipment Productivity Nexus (MEPN)

Approved by:

**DR. MAZLINA SHAFI'I**

Program Manager,  
Machinery & Equipment Productivity Nexus (MEPN)

## **Appendix A**

### **LIST OF ATTENDANCE**

1. Mr. Mac Ngan Boon Champion	8. Mr. CT Siew TEEAM
2. Dr. Mazlina Shafii MPC	9. Mr. KH Tiong MATA
3. Ms. Huda MPC	10. Mr. CT Chan MEMA
4. Mr. Abdul Rahman Kamis MPC	11. Mr. KS Yoong MEIF
5. Mr. Chong Consultant	12. Mr. Sangaran MEIF
6. Datuk Michael Kang SMEAAM	13. Ms. Mimi MEIF
7. Mr. Alan Tan SME Malaysia	14. Mr. Muhamad Taufik bin Meh MEPN

**MINUTES OF MEETING**  
**Meeting with MEPN on Proposal of M&E Cluster Formation**

**Date : 12 October 2020**  
**Time : 5 p.m. – 6 p.m.**  
**Venue : Microsoft Team**  
**Chairman : Mr. Zahid Ismail**

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**Agenda:**

1. Welcoming Address
2. Discussion and Decision
3. Closure of Meeting

Attendance: As per Appendix A

<b>No.</b>	<b>Discussion / Decision</b>	<b>Action</b>	<b>Remarks</b>
<b>1.</b>	<b>Welcoming Address</b>		
	The Chairman welcomed everyone to the meeting. The meeting started at 5 p.m.	For information	
<b>2.</b>	<b>Discussion and Decision</b>		

	<p>2.1 Mr. KS Yoong updated the meeting with the following information:</p> <ul style="list-style-type: none"> <li>• The engagement with the industry found that there are a lot of duplication among SMEs and they don't have sufficient skills that needed in the industry</li> <li>• The clustering concept is not a new thing because in Taiwan, Germany and other countries they have implemented this model</li> <li>• In fact, in Malaysia there is a cluster in operation that was spearheaded by MNC, such us Dell</li> <li>• The idea is to explore is the possibility to replicate the cluster model and introduce the concept in MEPN</li> <li>• The suggestion is to get associations encourage their respective members / companies to form the cluster</li> </ul>	For information	
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	<p>2.2 Mr. Ricky suggested to get few small companies form a cluster and compete in a friendly competition market.</p> <p>2.3 Mr. Tiong expressed his thought that the formation of cluster such as like what Vitrox and Pentmaster is not relevant to implement to all companies. The reasons are:</p> <ul style="list-style-type: none"> <li>• Vitrox and Pentmaster got benefits from their cluster concept because the demand for their products is stable and consistent</li> <li>• For the OUM companies in Klang Valley, the such consistent demand does not exist. The last resort is to get MNC companies form clusters as end users</li> </ul> <p>He suggested to use sub con-main con concept and to form consortium to address the fragmentation in the industry. He also suggested to get information from CPC Taiwan on how they practice the cluster concept in their country.</p> <p>2.4 Mr. Sangaran suggested MPC to communicate with MITI and get MITI to announce the formation of</p>	For information	
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	<p>clustering concept, and also to provide relevant incentives to support the formation of the clustering concept.</p> <p>2.5 Mr. Zahid agreed and decided to start implementing the following items:</p> <ol style="list-style-type: none"> <li>i. Media release – each and every of webinars will be announced to the public through media release</li> <li>ii. 1<sup>st</sup> dialogue / webinar – this will be conducted by Mr. Ricky / Mr. Yoong. At this stage, Mr. Ricky will list the pain points and will share to the audiences</li> <li>iii. 2<sup>nd</sup> dialogue / webinar – at this stage, four models will be introduced to the audiences. The four models are from: <ul style="list-style-type: none"> <li>• Mr. Ricky's friend in Penang</li> <li>• Muar Furniture</li> <li>• Poultry Association</li> <li>• Vitrox / Pentamaster</li> </ul> </li> </ol>	For action	<ol style="list-style-type: none"> <li>1) Mr. KH Tiong to provide Dr. Mazlina with the pain points to be sent to the CPC Taiwan - written in English and Mandarin.</li> <li>2) Dr. Mazlina to send an invitation email to CPC Taiwan and Korea to webinar to discuss on the collaboration to help the industry to mitigate this concern.</li> <li>3) Mr. Ricky to invite his friend from Penang to the 2<sup>nd</sup> dialogue / webinar.</li> <li>4) Mr. KH Tiong to invite Muar Furniture to the 2<sup>nd</sup> dialogue / webinar.</li> </ol>
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	<ul style="list-style-type: none"> <li>iv. To promote the concept to the companies and give them option to choose the any of the available models</li> <li>v. To design and develop coaching plans for the companies</li> <li>vi. To collaborate with CPC Taiwan and Korea and to get information of their models</li> </ul>		<p>5) Mr. Zahid to invite Poultry Association to the 2<sup>nd</sup> dialogue / webinar.</p>
<b>3.</b>	<b>Closure of Meeting</b>		
	The Chairman thanked everyone for their present. The meeting adjourned at 6 p.m.		

Prepared by:

**MR. MUHAMAD TAUFIK BIN MEH**

Coordinator,  
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Approved by:

**DR. MAZLINA SHAFI'I**

Project Manager,  
Machinery & Equipment Productivity Nexus (MEPN)

## **Appendix A**

### **LIST OF ATTENDANCE**

1. Mr. Zahid Ismail MPC	5. Ms. Mimi MEIF
2. Dr. Mazlina Shafii MPC	6. Mr. KS Yoong MEIF
3. Mr. Abdul Rahman Kamis MPC	7. Mr. Ricky MSTMA
4. Mr. Sangaran MEIF	8. Mr. KH Tiong MATA

**MINUTES OF MEETING**  
**MEPN WG1 Meeting with INFORMA on Package Price**

**Date** : **12 October 2020**

**Time** : **3 p.m. – 4 p.m.**

**Venue** : **Microsoft Team**

**Chairman** : **Dr. Mazlina Shafii**

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**Agenda:**

1. Welcoming Address
2. Updates on MEPN Current Initiatives
3. Closure of Meeting

Attendance: As per Appendix A

<b>No.</b>	<b>Discussion / Decision</b>	<b>Action</b>	<b>Remarks</b>
<b>1.</b>	<b>Welcoming Address</b>		
	The Chairman welcomed everyone to the meeting. The meeting started at 3 p.m.	For information	
<b>2.</b>	<b>Discussion on Proposal 1</b>		

	<p>2.1 Dr. Mazlina updated to the meeting that she had discussed with Ms. Kalai on Proposal 2 and Proposal 3. Both of them agreed that Proposal 2 offers more features than Proposal 3.</p> <p>2.2 Ms. Lee presented the comparison of the proposal for METALTECH Virtual Conference.</p> <ul style="list-style-type: none"> <li>a. The meeting agreed to go with Proposal A.</li> <li>b. The meeting agreed to launch the products in live webinar platform.</li> <li>c. The live webinar is conducted via Go-To-Webinar platform.</li> <li>d. The meeting agreed to slot in the recorded videos into the live webinar.</li> <li>e. The meeting agreed to pre-record launching session at products booth.</li> <li>f. The meeting agreed to not have VVIPs during the live webinar.</li> </ul>	For information	
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	<p>g. Ms. Kalai wanted to know if there is additional charge for those who are not participant and want to join the webinar.</p> <ul style="list-style-type: none"> <li>• Ms. Lee responded that there is no additional charge.</li> </ul> <p>h. Dr. Mazlina requested Ms. Lee to provide a link to the webinar.</p> <ul style="list-style-type: none"> <li>• Ms. Lee responded that the link will be available on Monday, 19 Oct 2020.</li> </ul>	For information	
<b>3.</b>	<b>Decision and Mutual Agreement</b>		
	<p>3.1 The meeting agreed with Proposal A, with specifications as follows:</p> <p>a. The duration of product launching is an hour by pre-recording, and can be viewed for three days</p>	For information	

	<p>b. The duration of live webinar is an hour, via Go-To-Webinar platform, four speakers and one moderator</p> <p>c. Live chat and Live Q&amp;A</p> <p>3.2 Dr. Mazlina decided to use the same quotation as what was provided previously. However;</p> <p>a. The decision and agreement will follow the information in the minutes of this meeting.</p> <p>b. The current quotation just solely serves as a temporary quotation and the official quotation with amendments must be submitted by Ms. Lee as soon as possible.</p> <p>3.3 Ms. Kalai requested Ms. Lee to provide the specification of the contents that she needs and also to provide the timeline for submission of all those contents.</p>	For information  For action  For action	Ms. Lee to provide the official quotation with amendments.  Ms. Lee to get the information from the vendor and to provide timeline for submission of all those contents.
<b>4.</b>	<b>Closure of Meeting</b>		
	The Chairman thanked everyone for their present. The meeting adjourned at 4 p.m.		

Prepared by:



**MR. MUHAMAD TAUFIK BIN MEH**

Coordinator,  
Machinery & Equipment Productivity Nexus (MEPN)

Approved by:



**DR. MAZLINA SHAF'I**

Program Manager,  
Machinery & Equipment Productivity Nexus (MEPN)

## **Appendix A**

### **LIST OF ATTENDANCE**

1. Dr. Mazlina Shafii  
MPC
2. Mr. Abdul Rahman Kamis  
MPC
3. Mr. CT Chan  
MEMA
4. Ms. Lee Pui Teng  
INFORMA
5. Ms. Kalai  
HRDF
6. Mr. Poobalan  
HRDF

**MINUTES OF MEETING**  
**Meeting with MREPC on Productivity1010 Program**

**Date : 19 October 2020**  
**Time : 2:30 p.m. – 3:30 p.m.**  
**Venue : Microsoft Team**  
**Chairman : Dr. Mazlina Shafii**

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**Agenda:**

1. Welcoming Address
2. MEPN Current Initiatives
3. MRC Current Initiatives
4. Mutual Agreement
5. Closure of Meeting

Attendance: As per Appendix A

<b>No.</b>	<b>Discussion / Decision</b>	<b>Action</b>	<b>Remarks</b>
<b>1.</b>	<b>Welcoming Address</b>		
	The Chairman welcomed everyone to the meeting. The meeting started at 2:30 p.m.		

2.	<b>MEPN Current Initiatives</b>		
	<p>2.1 Dr. Mazlina provided the overview of Productivity1010 to the meeting, consisted of objectives, targets, output, and digitization journey.</p> <ul style="list-style-type: none"> <li>• Ms. Uthaya asked whether the program of Productivity1010 is similar to the scores system that SME Corp have initiated. <ul style="list-style-type: none"> <li>◦ Mr. Norjayadi answered that they are different. The objective of Productivity1010 is to focus on digitization.</li> </ul> </li> <li>• Ms. Uthaya asked on the activities that MPC is currently working with MPIB. <ul style="list-style-type: none"> <li>◦ Dr. Mazlina answered that currently MPC is working on providing individual blueprints to MPIB.</li> </ul> </li> <li>• Ms. Uthaya informed to the meeting that she will seek permission from the management of MRC to share the information on</li> </ul>	For information	

	<p>Productivity1010 to the companies in rubber product industry.</p> <ul style="list-style-type: none"> <li>Ms. Uthaya requested the information of companies in rubber product industry that participated in MPC's programs. <ul style="list-style-type: none"> <li>Dr. Mazlina answered that MPC can provide such information. However, at the moment there is no companies in the rubber product industry.</li> </ul> </li> </ul> <p>2.2 Mr. Norjayadi shared the information of 9 nexus and the activities that have been conducted.</p> <ul style="list-style-type: none"> <li>Ms. Uthaya requested MPC to provide the information of the nine nexuses that related to rubber product industry. <ul style="list-style-type: none"> <li>Mr. Norjayadi answered that Dr. Mazlina has the flyers and the information is also available at the MPC website.</li> </ul> </li> </ul>	For information	
		For action	Dr. Mazlina to send the information on Productivity1010's initiative to all members in the meeting.

	<ul style="list-style-type: none"> <li>• Mr. Hamdi asked about the scope of the assessment that MPC is doing to the companies. <ul style="list-style-type: none"> <li>◦ Mr. Lee answered that the assessment based on three cores and focusing on eight areas. The results then will be plotted on spider chart – to show the strengths and weaknesses of the companies.</li> </ul> </li> </ul>		
<b>3.</b>	<b>MRC Current Initiatives</b>		
	<p>3.1 Ms. Uthaya shared with the meeting on the current MRC's plan. MRC is planning to conduct a grooming program next year. The target group is the companies in automotive rubber product group.</p> <p>3.2 Ms. Norhaiza shared with the meeting on a virtual briefing that she conducted last week, the Value-Adding Rubber Product Industry through Incorporation Green Technology and Strategy. There were about 60 participants, which are members of the industry participated in the virtual briefing. The topics of the virtual briefing were on</p>		

	incentives and policy updates with relation to green technology.		
<b>4.</b>	<b>Mutual Agreement</b>		
	<p>4.1 Ms. Uthaya and Ms. Norhaiza agreed to collaborate with MPC to conduct a virtual briefing and to share the tools of Productivity1010 to the companies in rubber product industry.</p> <p>4.2 Ms. Uthaya and Ms. Norhaiza agreed to do e-Blast before the virtual briefing and they believed it could give a better impact. The continuation of the collaboration will be decided based on the feedbacks given by the participants.</p> <p>4.3 The meeting concluded to do the following items:</p> <ul style="list-style-type: none"> <li>• Ms. Uthaya and Ms. Norhaiza to update their management on the output of discussion with MPC.</li> <li>• Ms. Uthaya and Ms. Norhaiza to seek approval from the management of MRC.</li> </ul>	<p>For information</p> <p>For information</p> <p>For action</p>	<p>MPC and MRC to act accordingly.</p>

	<ul style="list-style-type: none"> <li>• MPC to provide the details of the programs that they have conducted to MRC.</li> <li>• MRC to start sharing the information of Productivity1010 to the companies in rubber product industry.</li> <li>• MPC and MRC to start drafting the topic of the first webinar.</li> </ul>		
<b>5.</b>	<b>Closure of Meeting</b>		
	The Chairman thanked everyone for their present. The meeting adjourned at 3:30 p.m.		

Prepared by:

**MR. MUHAMAD TAUFIK BIN MEH**

Coordinator,  
Machinery & Equipment Productivity Nexus (MEPN)

Approved by:

**DR. MAZLINA SHAFI'I**

Project Manager,  
Machinery & Equipment Productivity Nexus (MEPN)

## **Appendix A**

### **LIST OF ATTENDANCE**

1. Dr. Mazlina Shafii  
MPC
2. Mr. Mohd Norjayadi Tamam  
MPC
3. Mr. Abdul Rahman Kamis  
MPC
4. Mr. Lee Boon Tech  
MATA
5. Ms. Norhaiza Hamid  
MRC
6. Ms. Uthaya  
MRC
7. Mr. Hamdi  
MRC

**MINUTES OF MEETING**  
**Briefing Session with MATA Secretariats**

**Date : 20 October 2020**  
**Time : 4:30 p.m. – 5:30 p.m.**  
**Venue : Microsoft Team**  
**Chairman : Mr. Abdul Rahman Kamis**

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**Agenda:**

1. Welcoming Address
2. Introduction to Productivity1010 and Terms of Reference
3. Closure of Meeting

Attendance: As per Appendix A

<b>No.</b>	<b>Discussion / Decision</b>	<b>Action</b>	<b>Remarks</b>
<b>1.</b>	<b>Welcoming Address</b>		
	The Chairman welcomed everyone to the meeting. The meeting started at 4:30 p.m.		
<b>2.</b>	<b>Introduction to Productivity1010 and Terms of Reference</b>		

	<p>2.1 Mr. Abdul Rahman provided the overview of Productivity1010.</p> <p>2.2 Mr. Abdul Rahman provided explanation on the overall process of Productivity1010 activities, consisting of 18 steps.</p> <p>2.3 Mr. Abdul Rahman provided the explanation on the terms of reference which covered the following items:</p> <ul style="list-style-type: none"> <li>i. Purpose of the assignment</li> <li>ii. Roles and responsibilities</li> <li>iii. Document formatting</li> <li>iv. Proposed payment terms</li> </ul> <p>2.4 Ms. Hasliana and Ms. Sharina understood and agreed to the terms of reference.</p>	For information	
<b>3.</b>	<b>Closure of Meeting</b>		
	The Chairman thanked everyone for their present. The meeting adjourned at 5:30 p.m.		

Prepared by:



**MR. MUHAMAD TAUFIK BIN MEH**

Coordinator,  
Machinery & Equipment Productivity Nexus (MEPN)

Approved by:



**DR. MAZLINA SHAFI'I**

Project Manager,  
Machinery & Equipment Productivity Nexus (MEPN)

## **Appendix A**

### **LIST OF ATTENDANCE**

1. Mr. Abdul Rahman Kamis  
MPC

2. Ms. Sharina  
MATA

3. Ms. Hasliana  
MATA

4. Mr. Taufik  
MEPN

**MINUTES OF MEETING**  
**WG1 Follow Up Meeting with INFORMA**

**Date : 23 October 2020**  
**Time : 9:00 a.m. – 9:30 a.m.**  
**Venue : Microsoft Team**  
**Chairman : Dr. Mazlina Shafii**

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**Agenda:**

1. Welcoming Address
2. Update on Payment Method & Procedures
3. Closure of Meeting

Attendance: As per Appendix A

<b>No.</b>	<b>Discussion / Decision</b>	<b>Action</b>	<b>Remarks</b>
<b>1.</b>	<b>Welcoming Address</b>		
	The Chairman welcomed everyone to the meeting. The meeting started at 9 a.m.		
<b>2.</b>	<b>Update on Payment Method &amp; Procedures</b>		

	<p>2.1 Dr. Mazlina updated to the meeting that any tax invoices that exceed RM20,000 and above shall go through open tender and need to get approval from Ministry of Finance (MOF).</p> <p>2.2 Ms. Kalai clarified that the approval process may take up to two months. Besides, INFORMA also need to register with MOF and must get the certificate from MOF.</p> <p>2.3 Dr. Mazlina suggested INFORMA to split the tax invoice and make them below than RM20,000.</p> <p>2.4 The meeting agreed to proceed with the following items:</p> <ul style="list-style-type: none"> <li>a. INFORMA to break down the quotations with the amount of below than RM20,000 per quotation.</li> <li>b. INFORMA to provide three different quotations that offer same specifications but registered with different companies' name.</li> <li>c. INFORMA to discuss with their finance department on MOF matters.</li> </ul>	<p>For information</p> <p>For information</p> <p>For information</p> <p>For action</p>	<p>Ms. Lee and Ms. Chong to take action on the items 2.4 (a, b and c).</p> <p>Dr. Mazlina to inform the necessary documents that INFORMA need to submit.</p>
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<b>3.</b>	<b>Closure of Meeting</b>		
	The Chairman thanked everyone for their present. The meeting adjourned at 9:30 a.m.		

Prepared by:

**MR. MUHAMAD TAUFIK BIN MEH**

Coordinator,  
Machinery & Equipment Productivity Nexus (MEPN)

Approved by:

**DR. MAZLINA SHAFI'I**

Project Manager,  
Machinery & Equipment Productivity Nexus (MEPN)

## **Appendix A**

### **LIST OF ATTENDANCE**

1. Dr. Mazlina Shafii  
MPC
2. Mr. Abdul Rahman Kamis  
MPC
3. Mr. CT Chan  
MEMA
4. Ms. Kalai  
HRDF
5. Mr. Poobalan  
HRDF
6. Ms. P. Lee  
INFORMA
7. Ms. G. Chong  
INFORMA
8. Mr. Taufik  
MEPN

**MINUTES OF MEETING**  
**MEPN Meeting on Video Production for Productivity1010**

**Date : 30 October 2020**  
**Time : 10:30 a.m. – 11:30 a.m.**  
**Venue : Microsoft Team**  
**Chairman : Dr. Mazlina Shafii**

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**Agenda:**

1. Welcoming Address
2. Script and Video Description
3. Interview Sessions
4. Supporting Materials
5. Closure of Meeting

Attendance: As per Appendix A

<b>No.</b>	<b>Discussion / Decision</b>	<b>Action</b>	<b>Remarks</b>
<b>1.</b>	<b>Welcoming Address</b>		
	The Chairman welcomed everyone to the meeting. The meeting started at 10:30 a.m.		

<b>2.</b>	<b>Video Description</b>		
	<p>2.1 Ms. Effa presented the descriptions of the video to the meeting.</p> <p>2.2 The meeting agreed on the following setting:</p> <ul style="list-style-type: none"> <li>i. Message - to show the process of digital transformation that would give benefits to the businesses and the initiatives that MPC through MEPN has developed to support their journey along the processes.</li> <li>ii. Introduction - the Productivity1010 was launched at the height of Covid-19 pandemic to accelerate the digital transformation in the industry.</li> <li>iii. Duration – 4 minutes</li> <li>iv. Languages – English and Malay</li> </ul>	<p>For information</p> <p>For action</p>	<p>Ms. Effa to make amendment on the script as discussed and agreed by the meeting.</p>
<b>3.</b>	<b>Interview Sessions</b>		
	<p>3.1 The meeting agreed to have interview sessions for:</p> <ul style="list-style-type: none"> <li>i. Director General of MPC (TBC)</li> </ul>	For information	Mr. KH Tiong proposed to have his interview session together with

	<ul style="list-style-type: none"> <li>ii. Mr. KH Tiong</li> <li>iii. Mr. David Khor</li> </ul>		<p>Mr. David Khor on 11 Nov at 11:00 a.m. Location TBC.</p> <p>Mr. KH Tiong will talk about the industry perspective while Mr. David Khor will talk about the whole approach.</p>
<b>4.</b>	<b>Supporting Materials</b>		
	<p>4.1 The meeting agreed to provide RA-MEDIA with supporting materials as follows:</p> <ul style="list-style-type: none"> <li>i. Director General's speech video</li> <li>ii. Montage video</li> <li>iii. Official logos</li> <li>iv. Articles</li> <li>v. Industrial video</li> </ul>	For action	<p>Mr. Abdul Rahman to provide items no. i, ii, and iii to Mr. Faizal.</p> <p>Dr. Mazlina to provide item no. iv to Mr. Faizal.</p> <p>Mr. KH Tiong to provide item no. v to Mr. Faizal / MEPN secretariat.</p>
<b>5.</b>	<b>Closure of Meeting</b>		
	The Chairman thanked everyone for their present. The meeting adjourned at 11:30 a.m.		

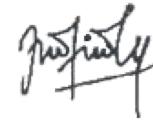
Prepared by:



**MR. MUHAMAD TAUFIK BIN MEH**

Coordinator,  
Machinery & Equipment Productivity Nexus (MEPN)

Approved by:



**DR. MAZLINA SHAFI'I**

Project Manager,  
Machinery & Equipment Productivity Nexus (MEPN)

## **Appendix A**

### **LIST OF ATTENDANCE**

1. Dr. Mazlina Shafii MPC	6. Ms. Effa RA-MEDIA
2. Mr. Abdul Rahman Kamis MPC	7. Mr. Faizal RA-MEDIA
3. Mr. KS Yoong MEIF	8. Mr. Taufik MEPN
4. Mr. KH Tiong MATA	
5. Ms. Mimi MEIF	



**SPEECH AND LAUNCHING OF INDUSTRIAL SKILLS FRAMEWORK  
FOR M&E SUBSECTOR**

**YBHG. DATO' ABDUL LATIF HAJI ABU SEMAN  
DIRECTOR GENERAL  
MALAYSIA PRODUCTIVITY CORPORATION (MPC)**

**IN CONJUNCTION WITH  
METALTECH AND AUTOMEX 2020 VIRTUAL EXHIBITION**

**10 NOVEMBER 2020**

**Salutation**

Yang Berbahagia Datuk Shahul Hameed  
Chief Executive  
Pembangunan Sumber Manusia Berhad

Yang Berusaha Mr. Mac Ngan Boon  
Champion, Machinery and Equipment Productivity Nexus

Machinery & Equipment Industry Players

Head of Training institutions

Members of the Media

Ladies and Gentlemen

Assalamualaikum warahmatullah hiwabarakatuh, Salam Sejahtera, and Good Morning

1. At the outset, let us count our blessings that we could still be here this morning for the launching of Industrial Skills Framework for M&E Subsector in conjunction with METALTECH and AUTOMEX 2020 Virtual Exhibition given the current situation of the pandemic in our country. I reiterate what was mentioned by the authority that compliance to SOP is the utmost priority to ensure that we can break the chain of infection again.

**At the outset, given the current situation of the pandemic in our country, let us count our blessings that we could still be here this morning for the launching of Industrial Skills Framework for M&E Subsector, in conjunction with METALTECH and AUTOMEX 2020 Virtual Exhibition. I would like to reiterate what was mentioned by the authority, that compliance with SOP is the utmost priority for us to break the chain of Covid-19.**

2. I welcome all honorary guests, industry players, training institutions and members of the media to the launching of Industrial Skills Framework for M&E Subsector. Thank you for being part of today's event.

**Before we get started, I would like to welcome and recognize all of the honorary guests, industry players, training institutions and media members to the launching of Industrial Skills Framework for M&E Subsector. Thank you for being part of today's event.**

Ladies and gentlemen,

3. MPC is steadfast in driving the productivity of the nation. Amidst the repercussions of COVID-19, when economy has been severely affected, and lives and livelihood have been impacted, solutions are needed to sustain if not to improve productivity growth. Being productive is one of the keys to economic recovery and rebuilding businesses.

**MPC is steadfast in driving the national productivity. Amidst the repercussions of COVID-19, when economy has been severely affected, and lives and livelihood have been impacted, solutions are needed to sustain and to increase the productivity growth. Being productive is one of the keys for economic recovery and rebuilding businesses.**

4. When there is crisis, there are opportunities. Movement Control Order (MCO) has taught us a lesson, a lesson which many have learnt before but were never desperate enough to implement. In the case of COVID-19 crisis, we have learnt again that adoption of technology and digitalisation is indispensable to move forward in our economic recovery journey. And the situation presented the condition that we have to adopt and adapt technology fast, it is no longer an option, it is the necessary tool if we want to remain productive, competitive, and relevant.

**Every cloud has a silver lining. Movement Control Order (MCO) has taught us a lesson - the lesson that we are not ready to**

**learn. In the case of COVID-19 pandemic, we have learnt that adoption of technology and digitalisation is indispensable to move forward in our economic recovery journey. The situation forced us to adopt and to adapt the technology faster, where there are no longer options, it is the only way for us to remain productive, competitive, and relevant.**

5. I have been that told that, this METALTECH & AUTOMEX is the first-ever Virtual Exhibition in Malaysia that creates a virtual presence of exhibiting brands, enabling both exhibitors and visitors to connect in a non-restricted virtual space. This shows our commitment and fast adapt on the digital technology. Congratulation!!

**I understand that this METALTECH & AUTOMEX is the first-ever Virtual Exhibition in Malaysia that creates a virtual presence of exhibiting brands, enabling both exhibitors and visitors to connect in a non-restricted virtual space. This represent our commitment and our quick movement on the adoption of digital technology. Congratulation!!**

Ladies and gentlemen,

6. Labour Productivity have been given greater emphasis under The Eleventh Malaysia Plan (11MP) to achieve a sustainable economic growth. As a main catalyst sector to others, labour productivity of

Machinery and Equipment Sector has targeted to grow by 3.5% growth per annum by 2020.

**Labour Productivity has been in the spotlight under The Eleventh Malaysia Plan (11MP) to achieve a sustainable economic growth. As a main catalyst sector to the others, labour productivity of Machinery and Equipment Sector has set to grow by 3.5% per annum by 2020.**

7. To achieve the ambitious targets, the competencies and productivity levels of the workforce need to be raised further. The two-pronged strategy outlined in the 11MP calls for increasing automation and continuous training. This is also been emphasised under The Malaysia Productivity Blueprint, where this initiative must be driven by the private sector in partnership with the government.

**To achieve our ambitious vision, it is a mandatory requirement for us to elevate the level of productivity and efficiency of workforces. The two-pronged strategy outlined in the 11MP calls for adoption of automation and continuous training. This has been emphasised in the Malaysia Productivity Blueprint, where the implementation of the initiative must be driven by the private sector in partnership with the government.**

8. I commend the Machinery and Equipment Productivity Nexus (MEPN) team on this initiative to produce the Industrial Skills Framework for Machinery & Equipment (M&E) Sub Sector in collaboration with Machinery and Engineering Industry Federation

(MEIF) and the Human Resources Development Fund (HRDF). I am confident that this publication will greatly benefit all stakeholders - government, employees, employers and training providers – in the M&E industry ecosystem. Hence, I urge all parties to make full use of this publication.

**I would also like to recognize and commend the Machinery and Equipment Productivity Nexus (MEPN) team for their effort and came out with the Industrial Skills Framework for Machinery & Equipment (M&E) Sub Sector in collaboration with Machinery and Engineering Industry Federation (MEIF) and the Human Resources Development Fund (HRDF). I believed that this publication will give a huge benefits to all stakeholders - government, employees, employers and training providers – in the M&E industry ecosystem. Hence, I urge all parties to utilize this publication to the max.**

9. This Framework will be a critical roadmap for the systematic development of the entire M&E Industry's value chain as it enables industry players to identify the skills gaps within the Industry and develop the relevant training programmes to close them. For employees, this will serve as a blueprint for their career development, enabling them to prepare themselves to achieve their full potential in the sector.

**This Framework is a critical roadmap for the systematic development in the M&E industry entirely. The framework**

would enable companies to identify gaps between their employees and skills requirement in the industry. For employees, this will serve as a blueprint for their career development, enabling them to prepare themselves to be more competitive in the job market.

10. I am also pleased to note that this publication will be disseminated throughout the relevant ministries, agencies and companies in the M&E sector, as well as related industries. This shows a commitment to making a concerted effort towards a common goal. Let us work together to raise the productivity of this critical sector so that we can enjoy the fruits of continued growth and prosperity of the nation together.

I am happy to announce that this publication will be disseminated throughout the relevant ministries, agencies and companies in the M&E sector, as well as related industries. That is our commitment and effort to achieve mutual goals. Let us work together to raise the productivity of this critical sector so that we can enjoy the fruits of continued growth and prosperity of the nation together.

11. Thank you. Wabillahitaufik walhidayah wassalamualaikum warahmatullah hibawabarakatuh.

List of PRODUCTIVITY1010 Mentors

No.	Name	Company	Education Background	Certification	Expertise
1	Cheong Xin Ni	NSCB Systems Sdn Bhd	<p>Program: Diploma in Business Institution: KDU Penang University College CGPA / Grade: 3.68 Year of Graduation: 2018</p> <p>Program: SPM Institution: Penang Chinese Girls' High School CGPA / Grade: 10A, 1B Year of Graduation: 2016</p> <p>Note: She is currently a student at UOW Malaysia KDU Penang University College. She is studying Bachelor of Arts (Hons) in Business Management and expected to graduate in 2021</p>	Nill	Business consultation and digital marketing
2	Ho Yi Fan	Maxtrax Engineering Sdn Bhd	Nill	Nill	Technical Engineering
3	Yew Kian Seng	Teksoft (SEA) Sdn. Bhd	<p>Program: Bachelor's Degree in Engineering (Mechatronic/Electromechanical) Institution: University Technology of Tun Hussein Onn CGPA: Nill Year of Graduation: 2002</p> <p>Program: SPM/O Level Institution: Chung Hwa Secondary School CGPA: 1st Class Year of Graduation: 1997</p>	Certified Industry 4.0 Professional by IIEC	Technical Business Consultation, and Research & Development
4	Wong Foot Yow	phiMatic software solution GmbH	<p>Program: Master of Business Administration (Distinction) Institution: University of Strathclyde CGPA: Nill Year of Graduation: 2012</p> <p>Program: Bachelor of Electrical &amp; Electronic Engineering (Hons) Institution: Universiti Sains Malaysia CGPA: Nill Year of Graduation: 1999</p>	Nill	Controls & Instrumentation Engineering & Documentation Machinery and Process Integration Process, Plant and Factory Automation Cloud-based Digitization Systems SCADA (Supervisory Controls And Data Acquisition) PLC (Programmable Logic Controllers) Database Systems (MS SQL Server, PostgreSQL) Discrete Manufacturing and Tracking Systems Oil & Gas Metering Systems Business Development Business Strategy Strategic Planning
5	Oh Kok Loon	NexAloT Co. Ltd.	<p>Program: Bachelor of Electrical and Electronics Engineering Institution: Feng Chia University CGPA: Nill Year of Graduation: 2002</p>	Nill	IoT Solutions
6	Tyrell Ch'ng	NSCB Systems Sdn Bhd	<p>Program: BA (HONS) Event Management &amp; Marketing Institution: University of Hertfordshire CGPA: Nill Year of Graduation: 2017</p> <p>Program: Certificate Foundation in Business &amp; Computer Science Institution: INTI International College Penang CGPA: 2.83 Year of Graduation: 2014</p>	Nill	Product Marketing
7	Lee Peng Sian	Furutec Electrical Sdn Bhd	Nill	Nill	Electrical and Electronics
8	Ir. Mahesh Sambamoorthy	Controller Area Network Solutions (M) Sdn Bhd	<p>Program: B. E. Hons (Electrical and Electronic) Institution: University of Canterbury, New Zealand CGPA: Nill Year of Graduation: 1996</p> <p>Program: B. Sc. Mathematics Institution: University of Canterbury, New Zealand CGPA: Nill Year of Graduation: 1994</p>	<p>Professional Body: Board of Engineers Malaysia (Professional Engineer) Membership No: 18570 Expiry: 31 Dec 2020</p> <p>Professional Body: Engineering Council, United Kingdom (Chartered Engineer) Membership No: 500484 Expiry: 31 Dec 2020</p> <p>Professional Body: Institution of Engineering Technology, United Kingdom (Member) Membership No: 31806397 Expiry: 31 Dec 2020</p>	IT & Technical Solution
9	Lee Boon Teck	PQuest MSC Sdn. Bhd. Pc Automation Sdn. Bhd.	<p>Program: Bachelor of Electrical Engineering (Hon.) Institution: University of Malaya CGPA: Nill Year of Graduation: 1980</p>	Nill	Instrumentation, Process Control and Factory Automation
10	Chua Kee Moh	Bistanika Sdn Bhd	<p>Program: Bachelor of Mechanical Engineering (Hons.) Institution: University of Malaya CGPA: Nill Year of Graduation: 1980</p>	Nill	Controls & Instrumentation Electrical Installation Engineering & Documentation Machinery and Process Integration Hazardous Area Installation Material Handling Systems Pipeline & Piping systems Pneumatic & Hydraulic Systems Process, Plant and Factory Automation Power & Process Optimisation Robotic Applications SCADA (Supervisory, Controls and Data Acquisition) Steam & Other Heating Systems Training, Troubleshooting, Testing and Commissioning
11	Khoo Kok Leng	Sermax Automation Sdn Bhd	<p>Program: Bachelor of Electronics Institution: Tunku Abdul Rahman University College CGPA: Nill Year of Graduation: 1994</p>	Nill	Automation

12	Chin Leang Ho	HF Technology Sdn Bhd	<p>Program: Diploma in Computer Studies Institution: NCC S'pore CGPA: Nill Year of Graduation: 1990</p> <p>Program: Diploma in Electronics &amp; Electronics Institution: Worker Institute of Technology Malaysia, Klang CGPA: Nill Year of Graduation: 1987</p>	Nil	<p>Functional Test &amp; In-Circuit Test for EMS Industry PC Based Test &amp; Measurement Automation Industry Industry 4.0 AI Hardware and Software Solutions Product Quality</p>
13	Cheng Boon Seng	Elliance i4.0 Technology Centre	Nil	Certified HRDF Trainer	Solutions developer in Industry 4.0-related technologies Technical Training
14	Alex Eng	Etronix Sdn. Bhd.	<p>Program: BA Technology Management – Manufacturing Institution: Universiti Teknologi Malaysia CGPA: 2nd Class Honors Date of Graduation: Nill</p>	Nil	<p>Industry 4.0 and digital transformation consultancy ERP System business development, Consultation, Pre-sales &amp; Project Management MES Software Business Development &amp; Solution Consultancy Plantation Management In-Field Data Collection Consultation &amp; Project Implementation Customer Relationship Management</p>
15	Ir. Dr. Tan Chee Fai	Robolab Technology Sdn. Bhd.	<p>Program: PhD (Industrial Design Engineering) Institution: Eindhoven University of Technology CGPA: Nill Date of Graduation: 2010</p> <p>Program: M.Sc. (Manufacturing Systems Engineering) Institution: universiti Putra Malaysia CGPA: Nill Date of Graduation: 2002</p> <p>Program: B. Eng. (Hons) (Mechanical) Institution: Universiti Putra Malaysia CGPA: Nill Date of Graduation: 2000</p>	Chartered Engineer, registered with: Board of Engineers Malaysia ASEAN Chartered Professional Engineer ASEAN Engineer	Intelligent strategic and advanced technical consultation
16	Chua Wen-Shyan	SHRDC	<p>Program: PhD Engineering Institution: Monash University Malaysia CGPA: Nill Date of Graduation: 2017</p> <p>Program: Bachelor of Mechatronics Engineering Institution: Monash University Malaysia CGPA: Nill Date of Graduation: 2012</p> <p>Program: South Australian Matriculation Institution: Taylor's College CGPA: Nill Date of Graduation: 2008</p>	IEEE Control Systems Society Malaysian Association of Control Engineers (MACE)	Smart Factory

## WEBINAR PROGRAM REPORT (2 OCT 2020)



### Briefing on Productivity1010 Programme and Digitisation Self-Diagnostic Tool

 **2 Oct 2020**

 **2.30PM-4.00PM**

Ir. Dr. Ts. Tan Chee Fai was the speaker for this webinar. He is an advisor and a mentor for Business Virtual Advisory Services Productivity1010. He divided the session into three parts as follows:

1. Introduction to MPC Productivity1010.
2. Introduction to Digital Self-Diagnostic Tool.
3. Digital Transformation & Industry4WRD Funding Support.

### Participation Summary

No of registered: 221 participants

No. of attended: 165 participants

Percentage of Attendees: 75%

(List of Participants see Appendix 1 or [hyperlink](#))

### Session 1 – Introduction to MPC Productivity1010

The vision of MPC is to be the leading organization in productivity enhancement for global competitiveness and innovation. The mission of MPC is to deliver high impact services towards achieving performance excellence through innovation for the betterment of life.

MPC has eight offices located in Kepala Batas, Penang; Petaling Jaya, Selangor; Johor Bahru, Johor; Kuantan, Pahang; Kuala Terengganu, Terengganu; Kota Bharu, Kelantan; Kuching, Sarawak; and Kota Kinabalu, Sabah.

MPC has identified five challenges that need to be addressed. They are talent, technology, incentive structure, business environment, and productivity mindset.

MPC is working on the five strategic trusts - T1 (workforce of the future), T2 (digitalization & innovation), T3 (industry accountable for productivity), T4 (robust ecosystem), and T5 (strong implementation mechanism).

Delivery Management Office (DMO) is responsible to govern, coordinate and facilitate nine productivity Nexus – P1 (retail and F&B), P2 (electrical & electronics), P3 (chemicals & chemical), P4 (machinery & equipment), P5 (tourism), P6 (agro-food), P7 (digital), P8 (professional services), P9 (private healthcare).

The initiative under Business Virtual Advisory Services (BVAS) are delivered through business webinars, business virtual advisory clinic, business virtual mentoring, business virtual coordination, and virtual training.

The initiative under Machinery and Equipment Virtual Advisory Clinic (MEVAC) offers consultation on the area of marketing & branding, technology & digitalization, human resources, incentives, finance, business operation, supply chain, and management. MEVAC is targeting those from senior

management roles in M&E industry including engineering support services, medical devices and aerospace industry.

Productivity1010 is an initiative that focusing on productivity through digitization. The objective of this initiative is to make the companies able to do self-check on their company readiness. This will let them to prioritize the focus area and also to have an individual company digitization roadmap.

The journey of digitization starts with self-diagnostic and followed by coaching, gap analysis, prioritization, and implementation. The process starts with reality check, ROI, review KPI and reference best practice.

There are three digital assessment tools; e-PGM, ezBE, and digitization – whereby e-PGM is a quantitative assessment tool, and ezBE and digitization are qualitative assessment tools.

### **Session 2 – Introduction to Digital Self-Diagnostic Tool**

The digital self-diagnostic tool was cross referenced, developed, adopted, and modified from the following parties - IMPULS Foundation of the German Engineering Federation (VDMA) and conducted by IW Consult and the Institute for Industrial Management (FIR) at RWTH Aachen University; TUV SUD; WMG University of Warwick; EDB Singapore; and Ministry of International Trade and Industry (MITI) Malaysia.

### **Session 3 – Digital Transformation & Industry4WRD Funding Support**

The PRIHATIN Package is a funding provided by the Ministry of Finance. The package allocated USD0.33 billion for SME companies. It will continue to give a positive impact on the people, business and economy.

Robots will be more prevalent in our lives. The pandemic Covid-19 will push forward even higher demand for automation. It is not just in manufacturing but also consumer goods and services – cars, 5G, connectivity, virtual offices and others.

Most of Malaysian companies adopted Industry 2.0 and some adopted Industry 3.0. But only few adopted the Industry 4.0. Industry 2.0 is electrically powered mass production, while Industry 3.0 is electronically based, automated production.

MEPN provides Industry 4.0 solutions including interoperability, information transparency, decentralized decision-making, and technical assistance.

### **Webinar Session**



### **Links**

#### **Slide Link:**

[https://drive.google.com/file/d/1tUKdPCOSgaKF\\_Ip9WH-nyap4GKqB5FuD/view](https://drive.google.com/file/d/1tUKdPCOSgaKF_Ip9WH-nyap4GKqB5FuD/view)

#### **Video Link:**

<https://attendee.gotowebinar.com/recording/2750225337245346062>

## WEBINAR PROGRAM REPORT (15 OCT 2020)



### Webinar Sharing on Industrial Transformation

31 15 Oct 2020

⌚ 2.30PM-4.00PM

1<sup>st</sup> Speaker : Ir. Dr. Tan Chee Fai

2<sup>nd</sup> Speaker : Dr. Mazlina Shafii

Moderator : Mr. Abdul Rahman Kamis

### Participation Summary

No of registered: 221 participants

No. of attended: 165 participants

Percentage of Attendees: 75%

(List of Participants see Appendix 1 or [hyperlink](#))

### Dr. Mazlina Shafii – Introduction to MPC Productivity1010

The vision of MPC is to be the leading organization in productivity enhancement for global competitiveness and innovation. The mission of MPC is to deliver high impact services towards achieving performance excellence through innovation for the betterment of life.

MPC have eight offices located in Kepala Batas, Penang; Petaling Jaya, Selangor; Johor Bahru, Johor; Kuantan, Pahang; Kuala Terengganu, Terengganu; Kota Bharu, Kelantan; Kuching, Sarawak; and Kota Kinabalu, Sabah.

MPC has identified five challenges that need to be addressed. They are talent, technology, incentive structure, business environment, and productivity mindset.

MPC is working on the five strategic trusts - T1 (workforce of the future), T2 (digitalization & innovation), T3 (industry accountable for productivity), T4 (robust ecosystem), and T5 (strong implementation mechanism).

The initiative under Business Virtual Advisory Services (BVAS) are delivered through business webinars, business virtual advisory clinic, business virtual mentoring, business virtual coordination, and virtual training.

The initiative under Machinery and Equipment Virtual Advisory Clinic (MEVAC) offers consultation on the area of marketing & branding, technology & digitalization, human resources, incentives, finance, business operation, supply chain, and management. MEVAC is targeting those from senior management roles in M&E industry including engineering support services, medical devices and aerospace industry.

Productivity1010 is an initiative that focusing on productivity through digitization. The objective of this initiative is to make the companies able to do self-check on their company readiness. This will let them to prioritize the focus area and also to have an individual company digitization roadmap.

The journey of digitization starts with self-diagnostic and followed by coaching, gap analysis, prioritization, and implementation. The process starts with reality check, ROI, review KPI and reference best practice.

MEPN provides Industry 4.0 solutions including interoperability, information transparency, decentralized decision-making, and technical assistance.

### **Dr. Tan Chee Fai - Keys to Take Away**

There are three things that the companies need to understand.

First, the companies need to understand the current industry trends. The Covid-19 pandemic has proven that digitalization and automation is a necessity to ensure business sustainability.

Second, the companies need to understand the important of digital transformation. Robots will be more prevalent in our lives. The pandemic Covid-19 will push forward even higher demand for automation. It is not just in manufacturing but also consumer goods and services – cars, 5G, connectivity, virtual offices and others.

Most of Malaysian companies adopted Industry 2.0 and some adopted Industry 3.0. But only few adopted the Industry 4.0. Industry 2.0 is electrically powered mass production, while Industry 3.0 is electronically based, automated production.

Third, the companies need to understand the Productivity1010 Self-Diagnostic Tool. The digitization self-diagnostic tool is an online tool, which aims to assess digitization readiness for manufacturing companies. It is a part of Productivity1010 initiative to assist businesses in the manufacturing sector to develop their individual digitization blueprint.

The digital self-diagnostic tool was cross referenced, developed, adopted, and modified from the following parties - IMPULS Foundation of the German Engineering Federation (VDMA) and conducted by IW Consult and the Institute for Industrial Management (FIR) at RWTH Aachen University; TUV SUD; WMG University of

Warwick; EDB Singapore; and Ministry of International Trade and Industry (MITI) Malaysia.

### **Question and Answer Session**

How manufacturer can go for Industry 4.0 faster?

*It depends on the vision of the company especially the top management. The top management is a key to answer whether it can go fast or not.*

What are the common mistakes in implementing Industry 4.0?

*The common mistake usually happened in the integration of all process involved. Companies must understand their needs before they make the investment for Industry 4.0.*

### **Webinar Session**



### **Links**

#### **Slide Link:**

[https://drive.google.com/file/d/1tUKdPCOSgakF\\_Ip9WH-nyap4GKqB5FuD/view](https://drive.google.com/file/d/1tUKdPCOSgakF_Ip9WH-nyap4GKqB5FuD/view)

#### **Video Link:**

<https://attendee.gotowebinar.com/recording/3212244521570877699>

## WEBINAR PROGRAM REPORT (21 OCT 2020)



### Webinar Sharing on Industrial Transformation (Mandarin)

31 21 Oct 2020

⌚ 2.30PM-4.00PM

1<sup>st</sup> Speaker : Ir. Dr. Tan Chee Fai

2<sup>nd</sup> Speaker : Dr. Mazlina Shafii

Moderator : Mr. Abdul Rahman Kamis

### Participation Summary

No of registered: 221 participants

No. of attended: 165 participants

Percentage of Attendees: 75%

(List of Participants see Appendix 1 or hyperlink)

### Dr. Mazlina Shafii – Introduction to MPC Productivity1010

The vision of MPC is to be the leading organization in productivity enhancement for global competitiveness and innovation. The mission of MPC is to deliver high impact services

towards achieving performance excellence through innovation for the betterment of life.

MPC has eight offices located in Kepala Batas, Penang; Petaling Jaya, Selangor; Johor Bahru, Johor; Kuantan, Pahang; Kuala Terengganu, Terengganu; Kota Bharu, Kelantan; Kuching, Sarawak; and Kota Kinabalu, Sabah.

MPC has identified five challenges that need to be addressed. They are talent, technology, incentive structure, business environment, and productivity mindset.

MPC is working on the five strategic trusts - T1 (workforce of the future), T2 (digitalization & innovation), T3 (industry accountable for productivity), T4 (robust ecosystem), and T5 (strong implementation mechanism).

Delivery Management Office (DMO) is responsible to govern, coordinate and facilitate nine productivity Nexus – P1 (retail and F&B), P2 (electrical & electronics), P3 (chemicals & chemical), P4 (machinery & equipment), P5 (tourism), P6 (agro-food), P7 (digital), P8 (professional services), P9 (private healthcare).

The initiative under Business Virtual Advisory Services (BVAS) are delivered through business webinars, business virtual advisory clinic, business virtual mentoring, business virtual coordination, and virtual training.

The initiative under Machinery and Equipment Virtual Advisory Clinic (MEVAC) offers consultation on the area of marketing & branding, technology & digitalization, human resources, incentives, finance, business operation, supply chain, and management. MEVAC is targeting those from senior management roles in M&E industry including engineering support services, medical devices and aerospace industry.

Productivity1010 is an initiative that focusing on productivity through digitization. The objective of this initiative is to make the companies able to

do self-check on their company readiness. This will let them to prioritize the focus area and also to have an individual company digitization roadmap.

The journey of digitization starts with self-diagnostic and followed by coaching, gap analysis, prioritization, and implementation. The process starts with reality check, ROI, review KPI and reference best practice.

There are three digital assessment tools; e-PGM, ezBE, and digitization – whereby e-PGM is a quantitative assessment tool, and ezBE and digitization are qualitative assessment tools.

#### **Ir. Dr. Tan Chee Fai – Introduction to Digital Self-Diagnostic Tool**

We are currently facing the pandemic Covid-19, and it requires us to adapt to the new normal. Asian Stock Indexes have been dropped significantly since 31 Dec 2019. Index Nikkei is the most severely affected by the pandemic, dropped by -28.13%.

According to the FTSE Bursa Malaysia, the 1<sup>st</sup> wave of Covid-19 did not affect much on the stock market. However, the 2<sup>nd</sup> wave of Covid-19, the graph decreased drastically. In the 3<sup>rd</sup> wave of Covid-19, the graph increased gradually and just slightly below than the time before the pandemic hit the country.

The pandemic proved that the digitalization and automation are important to ensure the sustainability of the businesses. On the other side, the pandemic has increased the demand for health care, medical equipment and also increased the reliability on the usage of technology.

Robots will be more prevalent in our lives. The pandemic Covid-19 will push forward even higher demand for automation. It is not just in manufacturing but also consumer goods and

services – cars, 5G, connectivity, virtual offices and others.

Most of Malaysian companies adopted Industry 2.0 and some adopted Industry 3.0. But only few adopted the Industry 4.0. Industry 2.0 is electrically powered mass production, while Industry 3.0 is electronically based, automated production.

MEPN provides Industry 4.0 solutions including interoperability, information transparency, decentralized decision-making, and technical assistance.

#### **Webinar Session**



#### **Links**

##### **Slide Link:**

[https://drive.google.com/file/d/1tUKdPCOSgaKF\\_Ip9WH-nyap4GKqB5FuD/view](https://drive.google.com/file/d/1tUKdPCOSgaKF_Ip9WH-nyap4GKqB5FuD/view)

##### **Video Link:**

<https://attendee.gotowebinar.com/recording/4681273420272756749>

## WEBINAR PROGRAM REPORT (28 OCT 2020)



### Productivity1010: IKS Menuju Ke Arah Transformasi Digital

31 28 Oct 2020

⌚ 2.30PM-4.00PM

Ir. Dr. Ts. Tan Chee Fai was the speaker for this webinar. He is an advisor and a mentor for Business Virtual Advisory Services Productivity1010.

### Participation Summary

No of registered: 221 participants

No. of attended: 165 participants

Percentage of Attendees: 75%

(List of Participants see Appendix 1 or [hyperlink](#))

### Understand Current Industry Trend

The companies need to understand the current industry trends. The Covid-19 pandemic has proven that digitalization and automation is a necessity to ensure business sustainability.

The situation will not be the same as before. We have to adapt to the new normal. The companies need to understand the importance of digital transformation. Robots will be more prevalent in our lives. The pandemic Covid-19 will push forward even higher demand for automation. It is not just in manufacturing but also consumer goods and services – cars, 5G, connectivity, virtual offices and others.

The industrial revolution has gone through four phases, started from Industrial Revolution 1, 2, 3 and now businesses in the world are going to Industrial Revolution 4. Some of giant companies have been competing in the arena of Industrial 4.0. However, most of Malaysian companies adopted Industry 2.0 and some adopted Industry 3.0. But only few adopted the Industry 4.0. Industry 2.0 is electrically powered mass production, while Industry 3.0 is electronically based, automated production.

### Introduction to Digitization Self-Diagnostic Tool

MEPN provides Industry 4.0 solutions including interoperability, information transparency, decentralized decision-making, and technical assistance.

Productivity1010 is an initiative that focuses on productivity through digitization. The objective of this initiative is to make the companies able to do self-check on their company readiness. This will let them to prioritize the focus area and also to have an individual company digitization roadmap.

The journey of digitization starts with self-diagnostic and followed by coaching, gap analysis, prioritization, and implementation. The process starts with reality check, ROI, review KPI and reference best practice.

The digital self-diagnostic tool was cross-referenced, developed, adopted, and modified from the following parties - IMPULS Foundation

of the German Engineering Federation (VDMA) and conducted by IW Consult and the Institute for Industrial Management (FIR) at RWTH Aachen University; TUV SUD; WMG University of Warwick; EDB Singapore; and Ministry of International Trade and Industry (MITI) Malaysia.

The companies that interested to register for digitization self-diagnostic can scan the QR code and follow the instruction that appears on the screen. The companies are welcome to contact MPC secretariats to get the details.

### **Webinar Session**



### **Links**

#### **Slide Link:**

[https://drive.google.com/file/d/1tUKdPCOSgaKF\\_Ip9WH-nyap4GKqB5FuD/view](https://drive.google.com/file/d/1tUKdPCOSgaKF_Ip9WH-nyap4GKqB5FuD/view)

#### **Video Link:**

<https://attendee.gotowebinar.com/recording/652325034588158984>