

MPC.600-7/3/46 PCD

13 Januari 2021

Encik Muhammad Hanif Che Wan Naman

D2-20-3A, Parklane OUG, No. 1
Jalan 1/152, Taman OUG Parklane
58200 Kuala Lumpur

Tuan,

LANTIKAN SEBAGAI KOORDINATOR BAGI *NATIONAL COMPETITIVENESS WEBINAR SERIES 2021* (JANUARI – FEBRUARI 2021)

Dengan hormatnya saya merujuk kepada perkara di atas.

2. Untuk makluman Tuan/Puan, Unit Daya Saing Negara, PCD akan melaksanakan *National Competitiveness Webinar Series 2021*. Sesi webinar ini bertujuan untuk mengekalkan produktiviti dan juga berperanan sebagai salah satu kaedah perkongsian ilmu yang efektif khususnya semasa Perintah Kawalan Pergerakan.

3. Sehubungan dengan itu, pihak MPC amat berbesar hati untuk melantik tuan sebagai koordinator bagi sepuluh (10) sesi webinar yang dijadualkan berlangsung pada bulan Januari – Februari 2021. Sekiranya tuan bersetuju dengan lantikan ini, mohon untuk mengembalikan borang setuju terima (Lampiran 1) selewat-lewatnya pada 14 Januari 2021. Terma dan Rujukan adalah seperti di Lampiran 2.

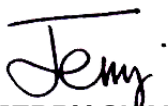
4. Untuk sebarang pertanyaan, tuan bolehlah menghubungi Cik Nurrul Nur Aisyah Hamran di talian 010 960 9108 atau emel di nurrul@mpc.gov.my.

5. Sokongan dan kerjasama daripada tuan dalam menjayakan program ini amatlah dihargai dan diharap dapat membantu ke arah memacu produktiviti negara.

Sekian, terima kasih.

"BERKHIDMAT UNTUK NEGARA"
"MEMACU PRODUKTIVITI NEGARA"

Saya yang menjalankan amanah,



(JERRY SHAHNIZAL AB AZIZ)

Pengurus

Seksyen Daya Saing Negara
Perbadanan Produktiviti Malaysia (MPC)

BORANG SETUJU TERIMA

**LANTIKAN SEBAGAI KOORDINATOR BAGI NATIONAL COMPETITIVENESS
WEBINAR SERIES 2021 (JAN – FEB)**

Ketua Pengarah
Perbadanan Produktiviti Malaysia (MPC)
Lorong Produktiviti, off Jalan Sultan
46200 Petaling Jaya
Selangor
Telefon: **010 960 9108 (Nurrul Nur Aisyah)**
E-mel: **nurrul@mpc.gov.my**

Saya,Muhammad Hanif Che Wan Naman..... (No. KP:950913-03-5929.....)
bersetuju menerima tawaran daripada Perbadanan Produktiviti Malaysia (MPC) sebagai
koordinador bagi *National Competitiveness Webinar Series 2021* sebanyak 10 sesi melalui surat
rujukan bertarikh 13 Januari 2021 dengan bayaran sebanyak RM490.00 bagi setiap sesi.

Sekian, terima kasih.

Tandatangan



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Maklumat Individu	
Nama	Muhammad Hanif Che Wan Naman
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Nama Bank	Maybank

**TERMS OF REFERENCE
AS COORDINATOR FOR NATIONAL COMPETITIVENESS
WEBINAR SERIES**

1.0 BACKGROUND

MPC will organise a series of webinar session to keep people who participant maintains their productiveness as well as to enhance knowledge sharing. This session will involve participation from public official and industry in sharing their perspective towards the discussed topic. The appointment of the coordinator will assist in conducting the session.

2.0 SCOPE OF WORKS

The appointed coordinator is expected to carry out the following scope of works:

- a) Coordinate the sessions
- b) Liaise with speaker
- c) Identify attendees
- d) Design poster/brochure (**Deliverable: poster/brochure**)
- e) Prepare and send invitation to stakeholders via email and whatsapp
- f) Coordinate slide presentation from speaker and upload to webinar
- g) Prepare, provide and manage technical support during the webinar (internet connection, recording, screen shot of the event)
- h) Prepare report on the webinar session (attendance list, analysis of the survey and list of questions and answer of the session) (**Deliverable: Report of the session**)
- i) Registering attendees in UPC Portal

3.0 APPOINTMENT CONDITIONS

Appointment is valid for 10 sessions. 1 session to run approximately within 1 hour.

4.0 APPOINTMENT PERIOD

Appointment period is from Jan 2021 – Feb 2021

5.0 TERM OF PAYMENT

Payment will be made upon the completion of 10 sessions.

PROPOSED COMPETITIVENESS TALK (WEBINAR)

No.	Title	Speaker	Date
1.	Nudging the Important of Pursuing Tertiary Education Through BI Approach (GCR 2019)	TBC	19 Jan 2021
2.	R&D Expenditure in Malaysia – Way Forward (GCR 2019)	TBC	20 Jan 2021
3.	Global Competitiveness Report 2020 Special Edition (Overview, 4 Thematic Areas & 11 Emerging Priorities)	TBC	21 Jan 2021
4.	The Great Reset – Rise Again: Enabling Environment (GCR 2020)	TBC	22 Jan 2021
5.	The Great Reset – Rise Again: Human Capital (GCR 2020)	TBC	25 Jan 2021
6.	The Great Reset – Rise Again: Markets (GCR 2020)	TBC	26 Jan 2021
7.	The Great Reset – Rise Again: Innovation Ecosystem (GCR 2020)	TBC	27 Jan 2021
8.	Behaviour Changes Through BI Approach	TBC	3 Feb 2021
9.	Enhance Competitiveness of The Nation Through Co-Creation (WCY) – SUK Melaka	TBC	4 Feb 2021
10.	Importance of Public Consultation in Policy Regulation	TBC	5 Feb 2021

*Title and date are subject to changes