

TERMS OF REFERENCE

RAPPORTEUR FOR 10 SESSIONS OF NCS WEBINAR SERIES 2021

A. BACKGROUND

MPC will organise a series of webinar session to keep participants maintain 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 rapporteur will assist in conducting the session.

B. SCOPE OF WORK

Rapporteur for this project is required to do the followings:

- i. To attentively listen and prepare a detailed report of the webinar session.
- ii. To note down all Q&A during the webinar session
- iii. Produce a five (5) page report (content only)
- iv. Arial font 12
- v. 1.5 line spacing
- vi. To be submitted in 3 working days to MPC

C. TERMS OF APPOINTMENT

10 sessions (24 Feb 2021 – 26 Mac 2021)

**** Note:** Dates of the programmes will be notified by MPC and are subject to change.

D. DELIVERABLES

To submit a complete rapporteur report with the required format description.

E. TERMS OF PAYMENT

Payment per webinar session is RM750.00 only. The payment for the webinar coordinator will be made upon the completion of 10 series of webinar sessions.

End of terms.