

Appendix 1

Director General

Malaysia Productivity Corporation (MPC)
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APPOINTMENT AS A COORDINATOR FOR CHEMICAL PRODUCTIVITY NEXUS WEBINAR SERIES -PHASE 1 (FEBRUARY – APRIL 2021)

With regards to the above matter, I hereby accept the offer by Malaysia Productivity Corporation (MPC) for being a coordinator and moderator for the above said event.

ACCEPTANCE FORM	
Signature & Company Stamp	 (Signature)
	 GEMBA SOLUTION ENTERPRISE (001975056-U) No. 61, Jalan Setia Impian U13/8F, Seksyen U13, Bandar Setia Alam,
Name	SYUKRI HADAFI BIN HAMDAN
Designation	MANAGING DIRECTOR
Company	GEMBA SOLUTION ENTERPRISE
Address	67-2, LEVEL 2, JLN SETIA GEMILANG BG U13/BG, BANDAR SETIA ALAM, SEKSYEN U13, 40170 SHAH ALAM SELANGOR
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Bank & Acc. Number	CIMB BANK / 8600 9214 08



TERMS OF REFERENCE (TOR)
COORDINATOR FOR WEBINAR SESSION SERIES
CHEMICAL PRODUCTIVITY NEXUS (CPN)
PHASE 1 (FEBRUARY – APRIL 2021)

1. Introduction about CPN

Under Malaysia Productivity Blueprint (MPB) launched in 2017, Chemical Productivity Nexus (CPN) has been identified as one of the 9 priority sub-sectors, covering various industry such as petrochemical, polymer, paint and coating, pesticides, fertilizer, industrial gases and etc.

The establishment of the CPN of Malaysia Productivity Corporation (MPC), being led by industry associations, acts as change agents to drive productivity trajectory of this sub-sector. CPN is championed by Y.Bhg Dato Dr Mohamed Noor Sany, Exco, Chemical Industries Council of Malaysia (CICM) focuses on enhancing productivity of chemical sub-sector through common interest and digitalization goals. This initiative would cover the 4 thrusts of MPB:

- (1) **Workforce:** Building Workforce of the Future;
- (2) **Technology:** Driving Digitalization and Innovation;
- (3) **Industry Structure:** Making Industry Accountable for Productivity; and
- (4) **Business Environment:** Forging a Robust Ecosystem.

2. Project Background

The information age has brought us a lot of new things that we never exploited. Holding a seminar through the web or webinar is one of the ways that MPC can manage with a minimum cost. It helps to propagate productivity and to get the industry players involved in realization the optimum time management and constantly be productive during the present movement control order.

Hence, CPN is planning to hold webinar sessions soon utilizing the gotowebinar.com platform provided by MPC, this platform can withhold up to 500 participants at one go. In terms of topics and selection of speakers, there are 6 proposed thematic for guidance as follows:

- (1) Digitization Productivity 1010
- (2) Safety / HSE Programme
- (3) Process Improvement
- (4) Product Innovation
- (5) Business Model Innovation
- (6) Others

3. Scope of Work for a Coordinator of CPN Webinar Session Series

The roles of a coordinator are basically to support, advise and assist the CPN team in the followings:

- (1) Identifying and proposing suitable thematic for selection of topics;
- (2) Planning and Sourcing of speakers and moderators;
- (3) Providing relevant presentation input materials as scheduled by CPN;
- (4) Compiling all presentation materials;
- (5) Preparing reports for all sessions;
- (6) Offering recommendations as per own area of expertise or knowledge or reference on the best practices and new developments, both local and overseas.

4. Duration of Appointment

The duration of appointment is effective on February until April 2021.

5. Payment Terms

The cost of service for a webinar coordinator is kept at **RM500.00** per session

Payment Summary		Total (RM)
Phase 1.	Coordinator's fee for 15 series of CPN webinar session series (RM500.00 x 15 series)	7,500.00
Phase 2.	Coordinator's fee for 15 series of CPN webinar session series (RM500.00 x 15 series)	7,500.00
Phase 3.	Coordinator's fee for 20 series of CPN webinar session series (RM500.00 x 20 series)	10,000.00
TOTAL		25,000.00

6. Secretariat

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