

MPC (PCD) 600-4/1/22

5 February 2021

Mr. Syed Izzat Emir Syed Ahmad Razali

No.5, Jalan USJ 2/5J,
47600, Subang Jaya
Selangor

Mr. Syed Izzat,

APPOINTMENT AS THE COORDINATOR FOR NATIONAL COMPETITIVENESS WEBINAR SERIES 2021

We hereby refer to the above subject.

2. We are pleased to inform that Malaysia Productivity Corporation (MPC), a statutory Body under the Ministry of International Trade and Industry (MITI) would like to appoint you as the coordinator for National Competitiveness Strategy Webinar Series 2021. The details of the session are as follows:

Webinar Title : National Competitiveness Webinar Series – Sembang RIA

**Proposed Date : February until March 2021
(tentative)**

Total Payment : RM500/webinar

Payment frequency : Every 3 webinars

3. Should you agree with the offer, please return the completed 'Acceptance of Offer' form (as attached) to MPC.

4. Please do not hesitate to contact Ms. Rabiatul Hana Binti Ishak (Tel: 014-7169285; Email: rabiatulhana@mpc.gov.my) if you have any further enquiry.

Thank you.

Your sincerely,



(ATI DJAM SRI MONTOI)

Senior Manager
Productivity and Competitiveness Development Division
Malaysia Productivity Corporation (MPC)

TRANSFORMATION • INNOVATION • PARTNERSHIP

(Sila rujuk bilangan surat ini apabila menjawab)

ACCEPTANCE OF OFFER

APPOINTMENT AS THE COORDINATOR FOR NATIONAL COMPETITIVENESS WEBINAR SERIES 2021

To:

Director General
Malaysia Productivity Corporation (MPC)
P.O. Box 64, Jalan Sultan
46904 Petaling Jaya
Selangor.
**(Attn to: Ms Rabiatal Hana Ishak;
Email: rabiatalhana@mpc.gov.my)**

ACCEPTANCE OF OFFER

I hereby agree to accept the offer from MPC on the **appointment as the coordinator** for the programme as follows:

Webinar Title : National Competitiveness Webinar Series – Sembang RIA

Proposed Date : February until March 2021
(tentative)

Total Payment : RM500/webinar

Payment frequency : Every 3 webinars

Personal particular details for payment purpose are as follows:

Signature :

NRIC No. :

Account No. :

Bank Name :

Email :

Should you have any inquiry, please contact:

Name Ms. Rabiatal Hana Ishak	Tel 014-7169285	E-mail rabiatalhana@mpc.gov.my
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1. RESPONSIBILITIES OF A COORDINATOR

- a. Start the webinar system an hour earlier for necessary preparation
- b. Coordinate the sessions
- c. Design poster/brochure (Deliverable: poster/brochure)
- d. Identify attendees and send invitation to stakeholders via email and social media platform
- e. Assist moderators and speakers during Q&A session, as well as to respond on any queries in chat box
- f. Prepare, provide and manage technical support during the webinar (internet connection, recording, screen shot of the event)
- g. 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)
- h. Key-in participant details in CDMO Customer Database

2. PAYMENT TERM

The following table outlines the payment term per webinar session:

Webinar Title	:	SEMBANG RIA ELEMENT – PROBLEM STATEMENT
Total Payment	:	RM500
Payment Frequency	:	Every 3 webinars

3. TENTATIVE DATE FOR NATIONAL COMPETITIVENESS WEBINAR SERIES – SEMBANG RIA

No.	Webinar Title	Date*	Remarks
1.	ELEMENT 1 PROBLEM STATEMENT	4 th Feb 2021	Done
2.	ELEMENT 2 OBJECTIVES	10 th Feb 2021	
3.	ELEMENT 3 OPTIONS	18 th Feb 2021	
4.	ELEMENT 4 IMPACT ANALYSIS	25 th Feb 2021	
5.	ELEMENT 5 CONSULTATION	4 th March 2021	
6.	ELEMENT 6 CONCLUSION AND RECOMMENDATIONS	11 th March 2021	
7.	ELEMENT 7 STRATEGY FOR IMPLEMENTATION	18 th March 2021	

Note: Actual dates may change, and some webinars might be combined.