

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 : Every 3 webinars**  
**frequency**

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](mailto: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)

## **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 Rabiatul Hana Ishak;  
Email: rabiatulhana@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:

<b>Webinar Title</b>	<b>:</b>	<b>National Competitiveness Webinar Series – Sembang RIA</b>
<b>Proposed Date (tentative)</b>	<b>:</b>	<b>February until March 2021</b>
<b>Total Payment</b>	<b>:</b>	<b>RM500/webinar</b>
<b>Payment frequency</b>	<b>:</b>	<b>Every 3 webinars</b>

Personal particular details for payment purpose are as follows:

Signature :

NRIC No. :

Account No :

Bank Name :

Email :

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Should you have any inquiry, please contact:

**Name**

Ms. Rabiatul Hana Ishak

**Tel**

014-7169285

**E-mail**

rabiatulhana@mpc.gov.my

## 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:

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

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

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

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