

MPC (PCD) 600-4/1/22

2 February 2021

**Ms. Amiza Binti Ahmad Murad**

Zaid Ibrahim & Co  
Level 19, Menara Milenium,  
Jalan Damanlela,  
Pusat Bandar Damansara,  
50940, Kuala Lumpur

*Ms. Amiza,*

**APPOINTMENT AS THE MODERATOR AND RAPPORTEUR FOR NATIONAL  
COMPETITIVENESS STRATEGY 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 moderator and rapporteur for National Competitiveness Strategy Webinar Series 2021. The details of the session are as follows:

<b>Webinar Title</b>	<b>: Sembang RIA</b>
<b>Proposed Date</b>	<b>: February to March 2021</b>
<b>Payment Term</b>	<b>: i. Moderator – RM250.00/webinar ii. Rapporteur – RM150/page (maximum 5 pages for every webinar)</b>
<b>Total payment</b>	<b>: RM1,000 per webinar</b>

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 MONTOL)**

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

## ACCEPTANCE OF OFFER

### APPOINTMENT AS THE MODERATOR AND RAPPORTEUR FOR NATIONAL COMPETITIVENESS STRATEGY 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 .....AMIZA BINTI AHMAD MURAD.....hereby agree to accept the offer from MPC on the **appointment as the moderator and rapporteur** for the programme as follows:

<b>Webinar Title</b>	:	<b>Sembang RIA</b>
<b>Proposed Date</b>	:	<b>February to March 2021</b>
<b>Payment Term</b>	:	<b>i. Moderator – RM250.00/webinar ii. Rapporteur – RM150/page (maximum 5 pages for every webinar)</b>
<b>Total payment</b>	:	<b>RM1,000 per webinar</b>

Personal particular details for payment purpose are as follows:

Signature : 

NRIC No. : 951116-10-5810

Account No : 16418800052514

Bank Name : RHB Bank

Email : amiza.murad@zicolaw.com

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Should you have any inquiry, please contact:

**Name**

Ms. Rabiatal Hana Ishak

**Tel**

014-7169285

**E-mail**

rabiatalhana@mpc.gov.my

**1. RESPONSIBILITIES OF A MODERATOR**

- a) Introduces the panelist and solicits questions from the audience
- b) Ensures speakers adhere to the time limit
- c) Organise a pre-call with panellists, if applicable
- d) Meet specified deadlines (e.g: rehearsals, during webinar session)
- e) Conclude the gist of the webinar session

**2. RESPONSIBILITIES OF A RAPPORTEUR**

- a) Prepare a written report for the webinar session in the following formats:
  - i. Maximum 5 pages (including webinar details, summary of topics discussed, Q&A and other relevant contents)
  - ii. Font Arial Size 12 and 1.5 spacing
- b) Ensure that the webinar session, outcomes and Q&A are clearly recorded.
- c) Submit the report in a week after the webinar session.
- d) Meet specified deadlines (e.g: submit report)

**3. PAYMENT TERM**

The following table outlines the payment term per webinar session:

<b>Webinar Title</b>	<b>:</b>	<b>Sembang RIA</b>
<b>Proposed Date</b>	<b>:</b>	<b>February to March 2021</b>
<b>Payment Term</b>	<b>:</b>	<b>i. Moderator – RM250.00/webinar</b> <b>ii. Rapporteur – RM150/page (maximum 5 pages for every webinar)</b>
<b>Total payment</b>	<b>:</b>	<b>RM1,000 per webinar</b>

**4. 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>	<b>ELEMENT 1 PROBLEM STATEMENT</b>	<b>4<sup>th</sup> Feb 2021</b>	<b>Done</b>
<b>2.</b>	<b>ELEMENT 2 OBJECTIVES</b>	<b>10<sup>th</sup> Feb 2021</b>	
<b>3.</b>	<b>ELEMENT 3 OPTIONS</b>	<b>18<sup>th</sup> Feb 2021</b>	
<b>4.</b>	<b>ELEMENT 4 IMPACT ANALYSIS</b>	<b>25<sup>th</sup> Feb 2021</b>	
<b>5.</b>	<b>ELEMENT 5 CONSULTATION</b>	<b>4<sup>th</sup> March 2021</b>	
<b>6.</b>	<b>ELEMENT 6 CONCLUSION AND RECOMMENDATIONS</b>	<b>11<sup>th</sup> March 2021</b>	
<b>7.</b>	<b>ELEMENT 7 STRATEGY FOR IMPLEMENTATION</b>	<b>18<sup>th</sup> March 2021</b>	

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

