

TERMS OF REFERENCE

MINUTE WRITER FOR MESYUARAT JAWATANKUASA KERJA PILLAR INSTITUTION, PEMANTAUAN DAYA SAING GLOBAL INNOVATION INDEX (GII)

A. BACKGROUND

MPC is an agency under the Ministry of International Trade & Industry, have been tasked to conduct Working Committee Meeting on the Institution Pillar :Global Innovation Index (GII) (Competitive Monitoring) (01/2021) on the 19th February 2021, Friday at 3.00 PM. This meeting will involve participation from public officials in sharing their perspective towards the discussed topic. The appointment of the minute writer will assist in the meeting session.

B. SCOPE OF WORK

Minute Writer for this meeting is required to do the followings:

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

C. TERMS OF APPOINTMENT

19 February 2021, Friday at 3.00PM

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

D. DELIVERABLES

To submit a complete meeting minutes report with the required format description.

E. TERMS OF PAYMENT

Payment per page is RM100.00 only. The payment for the minute writer will be made upon the submission of the final meeting minutes.

Event/Date	Scope Of Work	Rate Per Page	Quantity	Total Amount (RM)
Mesyuarat Jawatankuasa Krja Pillar Institution, Pemantauan Daya Saing Global, Innovation Index (Gii)	Minute Writer (Jurulapor)	RM100.00	5 Pages	RM500.00
TOTAL AOUNT (RM)				RM500.00

End of terms.

MALAYSIA PRODUCTIVITY CORPORATION