

MPC (PCD) 100-14/1/18

28 Januari 2020

Jamaliah Daud

No. 2, Jalan Teratak U8/96G
Bukit Jelutong, Shah Alam,
40150 Selangor Darul Ehsan

Puan,

**APPOINTMENT AS SPEECH AND MINUTES MEETING WRITER
TECHNICAL WORKING GROUP ON DEALING WITH CONSTRUCTION
PERMITS (TWGDCP) NO.1/2021**

Malaysia Productivity Corporation (MPC) as the secretariat to the Technical Working Group for Dealing with Construction Permits (TWGDCP) has tasked to conduct TWGDCP Meeting no.1/2021 on 29 January 2021.

2. In relation to the matter above, MPC would like to appoint you as speech and minutes writer as follows:

Title : TWGDCP Meeting no.1/2021
Date : 29 January 2021
Scope of Work : As per Appendix 1
Fee : RM 200 per page

3. Should you accept the offer, please complete and return the Acceptance Letter as per attachment to MPC latest by 29 January 2021. Any inquiry regarding this matter please do not hesitate to contact Mr. Khairul Hakim in at 019 2183483 (mkhairul@mpc.gov.my).

Thank you.

DRIVING PRODUCTIVITY OF THE NATION

Yours sincerely,



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(MARIATUL AF-IDA MOHD TAJUL ARIFFIN)

for Director General
Malaysia Productivity Corporation (MPC)

**Project Title : TECHNICAL WORKING GROUP ON DEALING WITH
CONSTRUCTION PERMITS (TWGDPC) Bil 1/2021**

Services Requires : Writer for Speeches & Minutes of Meeting

Scope of Works :

1. Work with secretariat and other senior staff to determine key points, themes, positions and core messages for speeches and public statements;
2. Advise on strategic opportunities for speeches and public statements;
3. Develop outline with compelling narrative, including relevant examples of BI activities;
4. Based on secretariat feedback, flesh out a well-structured full draft speech/statement reflecting the voice and vision of the PEMUDAH AND TWGDPC;
5. Research, verify content, and transform complex concepts into clear, meaningful and influential communications;
6. Gather and write Input for TWGDPC meeting.

BIL.	SCOPE OF WORK	PAGES
1.	Co Chair PEMUDAH Speech	3
2.	Co Chair TWGDPC Speech	3
3.	Minutes of Meeting	10*

** Note: Estimation*

According to duration of the meeting

LETTER OF ACCEPTANCE

**APPOINTMENT AS SPEECH AND MINUTES MEETING WRITER
ON TECHNICAL WORKING GROUP ON DEALING WITH CONSTRUCTION PERMITS
(TWGDGP) NO.1/2021**

To:

Director General
Malaysia Productivity Corporation (MPC)
P.O. Box 64,
Jalan Sultan
46904 Petaling
Jaya, Selangor.
(Attn: Mr. Khairul Hakim – mkhairul@mpc.gov.my)

**RE : APPOINTMENT AS SPEECH AND MINUTES MEETING WRITER
TECHNICAL WORKING GROUP ON DEALING WITH
CONSTRUCTION PERMITS (TWGDGP) NO.1/2021**

I hereby confirm and accept the terms stated in your Letter of Appointment (MPC.100-14/1/18) dated 28 January 2021 as speech and minutes meeting writer for the above-mentioned project.

Details of payment

are as follows:

NRIC	:
Account Number	:
Bank	:
E-mail	:

Yours sincerely,

Name :
Date :