

TERMS OF REFERENCE (TOR)

APPOINTMENT AS A MEETING COORDINATOR FOR DIGITAL PRODUCTIVITY NEXUS (DPN) GOVERNING COMMITTEE MEETING NO. 1/2021

1.0 Purpose of the Assignment

The purpose of this task is to appoint a Meeting Coordinator for Digital Productivity Nexus (DPN) Governing Committee Meeting No. 1/2021, 10 February 2021.

2.0 Scope of Work

a) To assist the DPN :

- in coordinating and organizing meeting approved by the Nexus Governing Committee (NGC);
- in promoting meetings
- in getting feedback on meetings
- in recording meeting discussions
- in preparing reports/meeting minutes after meetings

3.0 Payment Terms

The payment will be RM 1,000 (OneThousand Ringgit Malaysia) the payment terms are in accordance with Garis Panduan Kadar Bayaran Perkhidmatan Kepakaran (Bukan Perunding), Perbadanan Produktiviti Malaysia (MPC) 2021.

Prepared by:

Digital Productivity Nexus (DPN)

Malaysia Productivity Corporation (MPC)