

MPC(DMO) 600-7/3

4 June 2021

En. Syukri Hadafi Bin Hamdan
Gemba Solution Enterprise.
67-2, Level 2, Jln Setia Gemilang Bg U13/Bg,
Bandar Setia Alam, Seksyen U13,
40170 Shah Alam Selangor

Tel: 019-222 8315
Fax: 03-334 19502

Tuan,

**JEMPUTAN SEBAGAI KOORDINATOR BAGI CHEMICAL PRODUCTIVITY NEXUS
WEBINAR SERIES - (JUN – OGOS 2021)**

Dengan segala hormatnya perkara di atas adalah dirujuk.

2. Adalah dimaklumkan bahawa Perbadanan Produktiviti Malaysia (MPC) bersetuju untuk melantik tuan sebagai koordinator bagi 20 Sesi Chemical Productivity Nexus Webinar Series seperti berikut :

Program	Chemical Productivity Nexus Webinar Series 2.0
Tempoh Projek	Jun – Ogos 2021
Terma Pembayaran	Koordinator untuk 20 Siri webinar (RM1000/sesi x 20siri) (Mengikut Kadar Bayaran Perkhidmatan Kepakaran (Bukan Penjawat Awam) MPC.
Skop Kerja	Sila rujuk <i>Term Of Reference(TOR)- Appendix 1</i>

3. Bersama-sama ini juga dilampirkan **Borang Akuan Terima Pembekal (Appendix 2)** untuk ditandatangani dan dikembalikan penduanya kepada pihak MPC untuk tindakan selanjutnya.

4. Perhatian pihak tuan terhadap perkara ini amatlah diharapkan. Sekiranya terdapat sebarang pertanyaan lanjut mengenai perkara ini, pihak tuan boleh menghubungi Encik Mazuan Salih di talian 012- 6030063.

Sekian, terima kasih.

“MEMACU PRODUKTIVITI NEGARA”

Saya yang menjalankan amanah,



(NIK FAIZAL NIK AHMAD)
Timbalan Pengarah
Perbadanan Produktiviti Malaysia (MPC)



**TERMS OF REFERENCE (TOR)
COORDINATOR FOR WEBINAR SESSION SERIES
CHEMICAL PRODUCTIVITY NEXUS (CPN)
(JUNE – AUGUST 2021)**

1. Introduction about CPN

Under Malaysia Productivity Blueprint (MPB) launched in 2017, Chemical Productivity Nexus (CPN) has been identified as one of the 9 priority sub-sectors, covering various industry such as petrochemical, polymer, paint and coating, pesticides, fertilizer, industrial gases and etc.

The establishment of the CPN of Malaysia Productivity Corporation (MPC), being led by industry associations, acts as change agents to drive productivity trajectory of this sub-sector. CPN is championed by Y.Bhg Dato' Dr Mohamed Noor Sany, Exco, Chemical Industries Council of Malaysia (CICM) focuses on enhancing productivity of chemical sub-sector through common interest and digitalization goals. This initiative would cover the 4 thrusts of MPB:

- (1) **Workforce:** Building Workforce of the Future;
- (2) **Technology:** Driving Digitalization and Innovation;
- (3) **Industry Structure:** Making Industry Accountable for Productivity; and
- (4) **Business Environment:** Forging a Robust Ecosystem.

2. Project Background

The information age has brought us a lot of new things that we never exploited. Holding a seminar through the web or webinar is one of the ways that MPC can manage with a minimum cost. It helps to propagate productivity and to get the industry players involved in realization the optimum time management and constantly be productive during the present movement control order.

Hence, CPN is planning to hold webinar sessions soon utilizing the gotowebinar.com platform provided by MPC, this platform can withhold up to 500 participants at one go. In terms of topics and selection of speakers, there are 6 proposed thematic for guidance as follows:

- (1) Digitization Productivity 1010
- (2) Safety / HSE Programme
- (3) Process Improvement
- (4) Product Innovation
- (5) Business Model Innovation
- (6) Others

3. Scope of Work for a Coordinator of CPN Webinar Session Series

The roles of a coordinator are basically to support, advise and assist the CPN team in the followings:

- (1) Identifying and proposing suitable thematic for selection of topics;
- (2) Planning and Sourcing of speakers and moderators;
- (3) Create webinars poster and making for promotion and invitation to Chemical SMEs companies
- (4) Providing relevant presentation input materials as scheduled by CPN;
- (5) Providing & Coordinating online platform for each webinar session
- (6) Compiling all presentation materials;
- (7) Compiling all list attendant in one profiling database
- (8) Minimum 100 participant every session
- (9) Preparing reports for all sessions;
- (10) Offering recommendations as per own area of expertise or knowledge or reference on the best practices and new developments, both local and overseas.

4. Duration of Appointment

The duration of appointment is effective on June until August 2021.

5. Payment Terms

The cost of service for a webinar coordinator is kept at **RM1000.00** per session

Payment Summary		Total (RM)
1.	Coordinator's fee for 20 series of CPN webinar session series (RM1000.00 x 20 series)	20,000.00
	TOTAL	20,000.00

6. Secretariat

Nik Faizal Nik Ahmad
Program Manager
Chemical Productivity Nexus (CPN)
Productivity Growth Division (PGD)
Malaysia Productivity Corporation (MPC)
HP : 013-931 1174
emel : nikfaizal@mpc.gov.my

Mazuan Salih
Project Manager
Chemical Productivity Nexus (CPN)
Productivity Growth Division (PGD)
Malaysia Productivity Corporation (MPC)
HP : 0126030063
emel : mazuan@mpc.gov.my