

PROPOSAL PAPER FOR THE CONSIDERATION OF MPC BOARD OF MANAGEMENT (BOM)

TITLE Description: Project Title/ Proposal	Application for Accommodation Budget and Travelling Expenses in conjunction with the APEC Malaysia Conference 2022 (AMC2022)
DATE/ TIMELINE Description: Start and end schedule of the project/ proposal execution	25 – 26 January 2022 / 8.00 am - 5.00 pm / DoubleTree by Hilton Melaka
PURPOSE & BACKGROUND Description: Purpose and brief background of the project	i) Thailand as the host of APEC 2022, has revealed “Open. Connect. Balance” as the theme with three dedicated priorities namely facilitating open trade and investment; reconnecting the region; and promoting inclusive and sustainable growth that will be driven by the bio-circular-green (BCG) economy concept. ii) MITI as the national focal point for APEC is taking the opportunity to conduct the APEC Malaysia Conference 2022 (AMC2022) involving all APEC domestic focal points to deliberate and streamline Malaysia’s position on priorities and deliverables of APEC 2022. iii) MPC is invited to attend AMC2022 because of our role in supporting MITI and Malaysia as the Convenor for the Regulatory Reform (RR) Friend of the Chair (FotC) under Economic Committee. iv) Malaysia as the Convenor is required to produce a workplan for the RR FotC which specifically highlight how the RR FotC will contribute to the implementation of the Enhanced APEC Agenda for Structural Reform (EAASR). v) Conducting discussion session for the submission of Concept Notes for Project Sessions in 2022.
JUSTIFICATION Description: Explanations that support the implementation of the project/ proposal	MITI will organise the APEC Malaysia Conference 2022 at DoubleTree by Hilton Melaka. MPC is invited by MITI to attend this conference on capacity as Malaysia’s Economic Committee member. However, the expenses of accommodation and travelling will be bear by MPC. (Please refer to email from MITI as Attachment 1)
IMPLEMENTATION METHOD Description: Start and end schedule of the project/ proposal execution	APEC Conference 2022 from 25 – 26 January 2022

STAKEHOLDERS Description: Parties or groups that positively or negatively affected from the project	MITI
EXPECTED RESULTS/ OUTCOME Description: What MPC needs to achieve/ short-term and long-term benefits as a result of the project/ proposal intervention	Discussing ideas for the submission of Workplan and Concept Notes for Project on Agile Regulation 2022.
EXPECTED OUTPUT Description: Tangible and intangible outputs generated from the project/ proposal activities	Concept Notes and Workplan for Project on Agile Regulation in 2022.
TARGET GROUP Description: Individuals/ groups who benefit from the project/ proposal	MPC Officers as Malaysia's Economic Committee member: 1. Pn. Shahriza Bahari, Deputy Director, NCS 2. En. Mohd Khairil Anuar Amir Hamzah, Senior Manager, NCS
SOURCE OF BUDGET/ COST Description: Source of budget / total costs involved	Operating Expenses / RM2,830.00
REVENUE (RM) – IF ANY Description: Income generated from the project	-
RECOMMENDATION Description: Required decision from the MPC Board of Management	Seeking BOM's consideration for the proposal of: - Accommodation for 2 officers (3 nights): RM336.40 nett/night X 3 nights X 2 officers (Refer to Attachment 2) - Travelling Expenses & Allowance: RM400 X 2 officers
UNIT/ DIVISION	NCS / PCD

** Please attach other relevant information if necessary.

(Examples: Programme agenda, cost details, risk plan, diagram, plan sketch, name list, Gantt chart, etc.)

Only for project/proposal using Development Budget from other Unit/Division.
Ignore this column if it is not applicable.

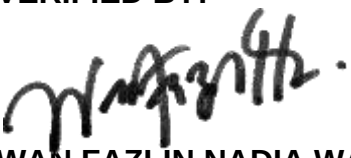
SUPPORTED BY:

NAME OF OFFICER-IN-CHARGE FOR THE DEVELOPMENT BUDGET

Designation:

Budget Name:

Date:

**Compulsary	**Compulsary	Proposals reviewed up to the supervisor level is adequate. Ignore this column if it is not applicable.
PREPARED BY:  MOHD KHAIRIL ANUAR AMIR HAMZAH Senior Manager 19/01/2022	REVIEWED BY:  SHAHRIZA BAHARI Deputy Director 20/01/2022	VERIFIED BY:  WAN FAZLIN NADIA WAN OSMAN Director 20/01/2022

Dear Pn. Shahriza & En. Khairil,

Pls attend & conduct discussion as preparation prior to this conference.

Thank you.

Nadia

From: MOHD ZULFADHLI BIN ROSLI (MITI) <zulfadhli@miti.gov.my>

Sent: Thursday, 13 January, 2022 3:14 PM

To: MOHAMED NASSER BIN ABDUL RAZAK (MITI) <nasser@miti.gov.my>; FAIZAL MOHD YUSOF (MITI) <faizal@miti.gov.my>; MARWEENA MANAN (MITI) <marweena.manan@miti.gov.my>; JAYA SINGAM RAJOO (MITI) <jaya@miti.gov.my>; ZULHILMI@MITI.GOV.MY; AEDREENA REEZA ALWI (MITI) <aedreena@miti.gov.my>; ARUNAN KUMARAN (KPDNHEP-HQ) <arunan@kpdnhep.gov.my>; YUSNIEZA@MYIPO.GOV.MY; W.HUSBI@MOHA.GOV.MY; PUAN NOR LATIFAH BINTI HUSSIN (JSM) <norlatifah@jsm.gov.my>; ABU BAKAR BIN HJ. JAMBOL (TREASURY) <abubakar.jambol@mof.gov.my>; YBRS. DR. ZAKI BIN ZAKARIA (MOHR) <zaki.zakaria@mohr.gov.my>; DATIN DR. SYAHIRA BINTI HAMIDON (MEDAC) <syahira@medac.gov.my>; MARDZIAH.OSMAN@CUSTOMS.GOV.MY; TUAN HAJI JASRI BIN KASIM (MOE) <jasri.kasim@moe.gov.my>; DATIN NOORAZAH BINTI OMAR (MOHE) <aza@mohe.gov.my>; DRYASMEEN@MOTAC.GOV.MY; MOHD FAIZAL BIN HARUN (MAFI-HQ) <mfaizal@mafi.gov.my>; YEO MOI EIM (DOF) <meveo@dof.gov.my>; MOHD FARID BIN MOHD ARIF (MOH) <farid.arif@moh.gov.my>; LUQMAN BIN AHMAD (EPU) <luqman@epu.gov.my>; TEOH PHI LI (MOSTI) <teoh@mosti.gov.my>; SATISH RANGGAYAH (KPWK) <satishr@kpwm.gov.my>; JAMALULAIL BIN ABU BAKAR (KASA) <jamal@kasa.gov.my>; ASDIRHYME BIN ABDUL RASIB (KETS) <asdirhyme@ketsa.gov.my>; MANO A/L VERABATHRAN (KKMM) <mano@kkmm.gov.my>; J1@SPRM.GOV.MY; AHMAD RAJIUN BIN ABU BAKAR (NADMA) <ahmadrajiun@nadma.gov.my>; ROSBI@MOT.GOV.MY; AZNIFAH ISNARIAH ABDUL GHANI KLN <aznifah@kln.gov.my>; ASHIKIN BINTI ABDUL RAZAK (EPU) <ashikin@epu.gov.my>; MOHAMMED ALAMIN REHAN <alamin@mpc.gov.my>; SHAHRIZA BAHARI <Shahriza@mpc.gov.my>; FARIDAH BINTI SALAM (MARDI) <faridahs@mardi.gov.my>; PUBADI A/L GOVINDASAMY (MPIC) <pubadi@mpic.gov.my>; RAFAEF??AH BINTI HAJI NAHAR (RURALLINK-HQ) <rafaeah@rurallink.gov.my>; DR SITI MUHAZA BINTI SHEIKH ZAINAL (KPKT) <muhaza@kpkt.gov.my>; HONG.CHINCHIN@SPRM.GOV.MY
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Subject: [INVITATION] APEC MALAYSIA CONFERENCE 2022 (AMC2022)

Dear Sir / Madam,

Warm greetings from APEC Division, MITI and hope this email finds you well.

First and foremost, we wish to record our appreciation for the unwavering commitments provided by all APEC focal points for Malaysia in delivering the work for APEC 2021, during New Zealand's chairmanship.

2. Following New Zealand's success, **Thailand as the host of APEC 2022**, has revealed "**Open. Connect. Balance**" as the theme with three dedicated priorities namely **facilitating open trade and investment**; **reconnecting the region**; and **promoting inclusive and sustainable growth** that will be driven by the **bio-circular-green (BCG) economy concept**.

3. Subsequent to the APEC Symposium and Informal Senior Officials' Meeting (ISOM) held from 1-3 December 2021 in Phuket, MITI as the national focal point for APEC is taking the opportunity to conduct the **APEC Malaysia Conference 2022 (AMC2022)** involving all APEC domestic focal points to **deliberate and streamline Malaysia's position on priorities and deliverables of APEC 2022**. We shall also be discussing **ideas for the submission of Concept Notes for Project Sessions in 2022**. In this regard, we would like to cordially invite you to the AMC2022 as per the following details:

- **Date : 25 - 26 January 2022**
- **Venue : DoubleTree by Hilton Melaka**
- **Agenda : Please refer to the Administrative Circular**
- **RSVP Link : <https://forms.gle/ebuh9yTsn7TA6rED7>**

4. Kindly refer to the attached **AMC2022 Administrative Circular** to further guide your preparation for this Conference, including the Agenda. To ensure the safety and wellbeing of all, participants are required to be **fully vaccinated** and are encouraged to undergo one of the following COVID-19 assessments as part of the precautionary measures :

- **Real-Time Reverse Transcription-Polymerase Chain Reaction (RT-PCR) Test;**
- **Rapid Test Kit (RTK) Test; or**
- **Self-assess Antigen Rapid Test (ART) Test.**

5. Additionally, we wish to inform you that **accommodation will not be provided** by the organiser. Hence, participants may opt to stay at the DoubleTree by Hilton Melaka or any nearby hotels throughout your participation in the AMC2022. If you are interested to stay at the DoubleTree by Hilton Melaka, you are entitled to the **special rates** offered by the hotel (on first come first serve basis and subject to room availability). To enjoy the special rates, participants may email directly and quote MITI in your email to the **Reservation Department** at MKZMM.RES@hilton.com. Alternatively, you could also make a **reservation directly via the hotel's website or third-party websites / online travel agents** (Agoda, Booking.com, etc.).

5. Due to the ongoing COVID-19 situation, we welcome a **maximum of two (2) representatives** from each working group / sub-fora / area of interest. However,

subject to the availability of spaces, we do accept **extra nominations** on a **case-by-case basis**. We would highly appreciate it if you could coordinate and confirm your attendance by responding to the above RSVP link by **5.00 PM Tuesday, 18 January 2022**. We look forward to receiving your kind attendance confirmation soon and please contact Mr. Zulfadhli (me) at +6012-360 9326 or Mr. Mifzal at +6019-567 4863 should you require further clarification from our end.

Thank you.

Mohd Zulfadhli Rosli (Mr.)

Regional and International Relations Division

Asia-Pacific Economic Cooperation (APEC)

Ministry of International Trade and Industry (MITI)

Malaysia

Mobile : +6012 360 9326

Office : +603 6200 0502

Attachment 2

Greetings from DoubleTree by Hilton Melaka!

Thank you for your e-mail. As requested, herewith below are the room types and room rates for your kind reference.

Check-In Date : 24th January 2022 (Monday)
Check-Out Date : 27th January 2022 (Thursday)
No. of Person : 1 pax

Room Rate quoted *per room per night with breakfast for 1 pax (incld Heritage tax)*

Room Type	Room Rate	Breakfast
Guest Room (King/Twin)	RM290.00++ (RM336.40Nett) Per Room Per Night	Inclusive of One Breakfast

Nett rates are include 10% of service charge & 6% of SST. There will be a charges of RM2.00nett for heritage charge per room per night.

Would appreciate if you may advise the guest name in order for us to proceed with the reservation.

Should you require any further assistance, please do not hesitate to contact us.

Thank you.

Regards,
SuzyLawati

Reservation Agent

G +60 6 222 3333 D +60 6 222 3387 F +606 222 3344

DoubleTree by Hilton Melaka

Hatten City, Jalan Melaka Raya 23, Bandar Hilir , 75000 Melaka, Malaysia

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Hilton is committed to providing guests with assurance and peace of mind through our industry-leading Hilton CleanStay Program.

Learn more by visiting:

<http://www.hilton.com/cleanstay>