



Ref. No.: 24-CP-57-GE-WSP-A-LC2401942-001

21 August 2024

Mohd Khairizal Khahidir
Senior Manager
Human Resource Management and Development
Malaysia Productivity Corporation (MPC)
Level 10, East Wing, Menara Matrade
Jalan Sultan Haji Ahmad Shah
Kompleks Kerajaan, Kuala Lumpur
Wilayah Persekutuan, 50480
Malaysia

Letter of Acceptance

24-CP-57-GE-WSP-A

Workshop on Reskilling the Public-sector Workforce

Upon the recommendation of the concerned Director of the Governing Body of the Asian Productivity Organization (APO), I have the pleasure of accepting you to participate in the above project, in accordance with the following conditions:

Duration of the Project:	17–20 September 2024
Venue(s):	Jakarta, Indonesia
Implementing Organization(s):	Ministry of Manpower of the Republic of Indonesia
Round Trip Economy Class International Travel Fare:	To be met by the APO
Hotel Accommodation:	To be met by the Implementing Organization(s) for up to 5 days
Per Diem Allowances:	To be met by the Implementing Organization(s) for up to 5 days
Participating Country Expenses Payable to the APO:	Not applicable
Visa Application:	The letter of acceptance must be presented when applying for a visa
Participant's Arrival Date:	One day before commencement of the project
Insurance Coverage and Observance of Regulations:	As specified in the Implementation Procedures

Dr. Indra Pradana Singawinata

Asian Productivity Organization

1-24-1 Hongo, Bunkyo-ku, Tokyo 113-0033, Japan Tel:(81-3)3830-0411 Fax:(81-3)5840-5322 www.apo-tokyo.org