

PAPER FOR APPROVAL
MPC BOARD OF MANAGEMENT (BOM)

TITLE	Budget Amendment in BOM; Organising EEPN Nexus Governing Committee: Focus Groups Workshops And Round Table Discussion
DATE / DURATION	January – April 2022
OBJECTIVES AND BACKGROUND	<p>To notify MPC Management of the amendment to the total budget in the same BOM, to transfer the funds from other unused categories to the total Travel Expenses of EEPN Chairman March - April 2022.</p> <p>Spending on travel claims in March surpassed balance from the RM4,000 allocation we set aside for January to April.</p> <p>This is because the EEPN Champion travel claim for February is RM3,138.70.</p>
METHODS OF IMPLEMENTATION	<p>Unused budget that need to transfer/change (Total RM7,200) to EEPN Chairman's travel claim cost for March & April 2022.</p> <p>The categories that are to be transfer/change into the EEPN Chairman's travel claim are;</p> <ol style="list-style-type: none"> 1. Industry Expert Rm1600.00 2. Facilitator RM3000.00 3. Jurulapor RM2000.00 4. eVoucher RM600.00
STAKEHOLDERS	<p>1) NGC Private Sectors: E&E Industry Associations Industry captains from MNCs/LLCs & SMEs</p>
EXPECTED OUTCOME	-
EXPECTED OUPUT	-

TARGET GROUP	NGC Private Sectors: E&E Industry Associations Industry captains from MNCs/LLCs & SMEs
BUDGET / ESTIMATED COST	-
INCOME (RM) – IF ANY	-
RECOMMENDATION	Members of the Board of Management are requested to consider this proposal.
UNIT / DIVISION	Electrical & Electronics Productivity Nexus (EEP), Delivery Management Office (DMO)

**Please attach other relevant information if necessary.

(Examples: Program agenda, cost details, risk plan, diagrams, plan sketches, name lists, Gantt charts, etc.)

Only for applications that use Development Budget from other Units/Divisions. This column can be ignored if it is not relevant.
SUPPORTED BY:
NAME OF OFFICER IN CHARGE OF THE DEVELOPMENT BUDGET
Position: Budget Name: Date:

PREPARED BY:  Nurul Nadia Zainal Adnan Assistant Manager Date: 7/4/2022	REVIEWED BY:  Lee Wan Wei Manager Date: 7/4/2022	APPROVED BY:  Dr. Mohamad Norjayadi Tamam Director Date: 8/4/2022
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APPENDIX 1

BUDGET / ESTIMATED COST **Organising EEPN Nexus Governing Committee via Focus Groups Workshops** **and Round Table Discussions**

Followings are the estimated costs involved for organising the EEPN Nexus Governing Committee via Working Groups Workshops and Round Table Discussions, January – April 2022.

No.	Item	Cost / Unit	Pax	Quantity	Total (RM)
A. DEVELOPMENT BUDGET					
1) Round Table Discussion (Hybrid)					
1.	Networking Lunch	RM15.00	30	-	450.00
2.	Facilitator	RM250.00	4	2 hours	500.00
3.	<i>Jurulaper (RM100/page)</i>	RM100.00	4	10 pages	1,000.00
4.	Report Writer (RM200/page)	RM200.00	1	20 pages	4,000.00
5.	Travelling Expenses of EEPN Chairman	RM1,000.00	1	2	2,000.00
2) NGC Meeting/Workshop (Hybrid)					
1.	Facilitator	RM250.00	4	2 hours	500.00
2.	eVoucher for Program Package: Grab	RM15.00	30	4	450.00
3.	Experts for Paper Presentation	RM400.00	4	1	1,600.00
4.	<i>Jurulaper (RM100/page)</i>	RM100.00	4	10 pages	1,000.00
5.	Travelling Expenses of EEPN Chairman	RM1,000.00	1	2	2,000.00
3) Focus Groups Workshops (Hybrid)					
1.	Facilitator	RM250.00	4	2 hours	2,000.00
2.	eVoucher for Program Package: Grab	RM15.00	10	4 groups	600.00
3.	Travelling Expenses of EEPN Chairman	RM1,000.00	1	2	2,000.00
4.	Add: Travelling Expenses of EEPN Chairman	RM3600.00	1	2	7,200.00
Total A					18,100.00
B. OPERATIONAL BUDGET					
1.	Travelling expenses of EEPN Secretariat Flight / Mileage Claim / Grab/ Teksi / Food Allowance	RM1,000.00	2	4	8,000.00
Total B					8,000.00

	Grand Total (A + B)	26,100.00
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