

MINUTE

PKKP,

WORKSHOP ON THE NEW APEC BUSINESS TRAVEL CARD (ABTC) GUIDELINE

The above matter refers.

2. The Regional and International Relations Division (RIRD) as the custodian of APEC Business Travel Card (ABTC) matters for the Ministry of Investment, Trade and Industry (MITI) and as among the team in developing the new ABTC Guideline plans to coordinate the aforementioned Workshop, tentatively on 5 October 2023 (Thursday) at Saffron Meeting Room, Level 31, MITI.
3. The Workshop will gather key Ministries and Agencies that are in-charge in developing the new ABTC Guideline, which includes MITI, the Ministry of Home Affairs (MOHA), Immigration Department of Malaysia (*Jabatan Imigresen Malaysia* - JIM) as well as Malaysia Productivity Corporation (MPC). The new ABTC Guideline is expected to be launched by the end of October 2023 and it will address the current concerns and offer several improvements to the current processes and requirements.
4. Objectively, the Workshop aims to provide an avenue for the authorities in-charge to brainstorm, streamline and finalise the necessary requirements and processes related to ABTC, which reflected in the new ABTC Guideline. In addition, the Workshop will also serve as a platform for MITI to coordinate and prepare for the upcoming Outreach Session with the ABTC's Stakeholders on the New ABTC Guideline that is set to be held on a new date in mid-October 2023. Further details on the Outreach Session as approved by PKKP is as per Annex I.
5. It is estimated that MITI will host around 25 participants from the relevant Ministry and Agencies. It is planned for the Workshop to be coordinated in a private manner given the sensitivity of the subject as well as extensive discussion that will take place to finalise the new ABTC

Guideline. Therefore, it is proposed for the workshop to be held at Saffron Meeting Room, MITI that could provide a conducive working environment that will help to facilitate the discussion towards achieving its objectives.

6. The total estimated budget for the Workshop is **RM1,250.00**, as detailed in Annex II. It is proposed for the event to utilise RIRD's budget under 2023 Provision Code 29000: *Perkhidmatan Iktisas dan Perkhidmatan Lain Yang Dibeli dan Hospitaliti*. Number of participants according to ministries and agencies is as per Annex III and the tentative agenda of the Workshop is as per Annex IV.

7. I forward the proposal in Paragraph 5 and 6 for PKKP's consideration and approval, please.

Thank you.



(VIMALA MURUGAN)
PK RIRD

File Ref. : MITI.600-7/7/53 (19)
Date : September 2023
c.c. : KSU

FINANCE DIVISION'S COMMENT

Finance Division supports / does not support the application of the RIRD's proposal to organise **Workshop on the New APEC Business Travel Card (ABTC) Guideline** on 5 October 2023 (Thursday) at MITI, Kuala Lumpur, amounting of RM1,250.00 using the allocation from RIRD under OS 29000 with a balance of RM49,370.00 on **29 September 2023**.
The division must ensure the application:

	Comply with the rates specified in the circular in force
	Have the sufficient allocation
	Comply with the Government procurement procedures
	Obtained special confirmation document
	Others

(KALITHASAN A/L KALIAPPAN)
Finance Director
Ministry of Investment, Trade and Industry
Date: 2023

PKKP'S DECISION

I approve / do not approve the application of **RIRD's proposal** to organise **Workshop on the New APEC Business Travel Card (ABTC) Guideline on 5 October 2023 (Thursday)** at **MITI, Kuala Lumpur** at a cost of **RM1,250.00** by using the operational allocation from **RIRD** under **OS 29000**.

Instruction/ Comments (if any)

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(MUHAZZIB HARUN)

Senior Director Management Services
Ministry of Investment, Trade and Industry

Date: 2023