

MEMO

PKKP,

ENGAGEMENT SESSION WITH APEC 2024 SOM CHAIR'S OFFICE

I refer to the above subject.

2. For PKKP's information, the Regional and International Relations Division (RIRD) will organise an engagement session between Malaysian APEC Stakeholders and the APEC 2024 SOM Chair's Office. The engagement session is scheduled to be held as follows:

Date : 14 February 2024 (Wednesday)
Time : 3.00 PM – 4.30 PM
Venue : Seminar Room 1 & 2, MITI Tower

3. Taking advantage of the attendance of Mr. Renato Reyes, the Senior Official of Peru in the ABAC1 meeting, the RIRD division will invite him to present and deliberate on APEC 2024 theme and priorities to Malaysia's APEC counterparts from various Ministries and agencies. We are of the view that the engagement session will provide an opportunity for Malaysian APEC Stakeholders to better comprehend the APEC 2024 theme and priorities and to be better prepared in charting Malaysia's focus areas for the APEC Malaysia Conference 2024 scheduled to be held from 19 to 20 February 2024 ahead of SOM1 meetings. The engagement session is expected to be attended by 100 participants from 40 Ministries and Agencies.

4. RIRD is seeking approval to provide light refreshment subsequent to the engagement session to all the participants and speaker. Based on the internal circular allowing a maximum allocation of RM10.00 per pax for the light refreshment, the estimated total expenditure for the engagement session is **RM2,000.00** as per Annex I. This amount will be utilised from RIRD's existing budget allocation under OS29000.

5. Due to the dynamic schedule of Mr. Renato Reyes in Malaysia, RIRD wish to inform that the date and time proposed are flexible and subject to change.

6. Forwarding for PKKPP's information and approval, please.

Thank you.



(VIMALA MURUGAN)
PK RIRD

File ref. : MITI.600-7/7/53 ()
Date : 17 January 2024
Copy : TKSU(P)

FINANCE DIVISION'S COMMENT

Finance Division support / does not support the application of RIRD's budget request for the engagement session with APEC 2024 SOM Chair's Office on 14 February 2024 at a cost of RM2,000.00 using the allocational from RIRD Division under OS 29000 with a balance of RM100,300.00 on 16 January 2024. The division must ensure the application:

<input type="checkbox"/>	Comply with the rates specified in the circular in force
<input type="checkbox"/>	Have the sufficient allocation
<input type="checkbox"/>	Comply with the Government procurement procedures
<input type="checkbox"/>	Obtained special confirmation document
<input type="checkbox"/>	Others:

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(KALITHASAN A/L KALIAPPAN)

Finance Director
Ministry of Investment, Trade and Industry

Date: January 2024

SENIOR DIRECTOR OF MANAGEMENT SERVICES DECISION

I, hereby agree / disagree to approve this request for of RIRD's budget request for the engagement session with APEC 2024 SOM Chair's Office on 14 February 2024 at a cost of RM2,000.00 using allocation RIRD Division, under OS 29000.

INSTRUCTION / REMARKS (if any):

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(MUHAZZIB HARUN)
Senior Director
Management Services Division
Ministry of Investment, Trade and Industry

Date: January 2024

ANNEX I

**ESTIMATED BUDGET
ENGAGEMENT SESSION WITH APEC 2024 SOM CHAIR'S OFFICE
14 FEBRUARY 2024**

No.	Object	Details	RM
1.	29000	<u>Light refreshment</u> RM10.00 x 100 pax <u>Waiter / Waitress</u> RM100 x 3 pax <u>Delivery charges</u> RM100	 1,000.00 300.00 100.00
TOTAL BUDGET			1,400.00
GRAND TOTAL (ROUND-UP)			2,000.00

AGENDA
ENGAGEMENT SESSION BETWEEN
MALAYSIAN APEC STAKEHOLDER AND
THE APEC 2024 SOM CHAIR'S OFFICE
14 FEBRUARY 2024, MITI TOWER, KUALA LUMPUR

TIME	AGENDA	VENUE
2.30 PM – 2.45 PM	Registration	Seminar Room 1 & 2
2.45 PM	Remarks by Ms. Vimala Murugan, APEC Senior Official for Malaysia	
3.00 PM – 3.45 PM	Theme and Priorities of APEC 2024 by Mr. Renato Reyes Tagle, APEC Senior Official for Peru	
3.45 PM – 4.00 PM	Question and Answer Session	
4.00 PM – 4.30 PM	Networking and Light Refreshment	