

ANNOTATED AGENDA

PREPARATORY DISCUSSION ON THE RECEPTION OF THE LOOK EAST POLICY (LEP) WITH THE EMBASSY OF REPUBLIC OF KOREA

Date : 8 February 2022 (Wednesday)
Time : 3.00 pm – 6.00 pm
Venue : Meeting Room WTO, Level 14, MITI Tower
Chairperson : Ms. Lim Mei Ying
Director
Bilateral Economic and Trade Relations Division

LIST OF ATTENDANCE:

MITI

1. **Ms. Lim Mei Ying**
Director of Asia & Australasia Section
Bilateral Economic and Trade Relations Division (BETR)
2. **Ms. Mardiana Mohd Yusof**
Principal Assistant Director
BETR
3. **Mr. Muhammad Aiman Mohd Zailan**
Assistant Director
BETR
4. **Ms. Siti Norashikin Mat Takir**
Assistant Director
BETR
5. **Mr. Luqman Nul-Hakeem Mohammad Khir**
MySTEP Officer
BETR

Embassy of the Republic of Korea

1. **Mr. Kim Dong Jo**
Minister Counsellor

- 2. Mr. Lim Chae Uk**
Economic Counsellor
- 3. Ms. Lee Su Kyung**
Second Secretary
- 4. Ms. Jee Eun**
Researcher

1. BRIEF INFORMATION

- MITI is seeking YB MITI Minister's availability on 8 March 2023.
- Objective of this meeting is to:
 - i) Agree on the apportioning of expenses (i.e. F&B, cultural performances)
 - ii) Set the deadline to issue invitations
 - iii) Set and apportion follow-up tasks on action items

2. DISCUSSION

A. Venue

- Perdana Hall, MITI

Action: *MITI is agreeable to sponsor the event venue*

B. Event Programme Outline:

- Remarks by the Ambassador, followed by the YBM of MITI and subsequently a Cultural Performance and Lunch.

Action: *MITI and Embassy of ROK*

C. Event Format

- To propose organising the event in semi-casual setting / cocktail reception.

Action: *MITI and Embassy of ROK*

D. Food & Beverage

- To inform that MITI allows outside caterers to supply the food and drinks, set-up and serve to invitees.
- To agree who to bear the costings for the F&B portion and what sort arrangement and menu are expected to be served to YB Minister and Ambassador

Action:

E. Number of attendees

- MITI plans to invite 150 invitees both Malaysia and the ROK side – to include including Government Officials, selected companies and business representatives.

Action:

F. Invitation

- To seek advice from Embassy of ROK on how to apportion the issuance of official invitations (merging of a full list of invitees)
- MITI will get views/ assistance from MIDA and MATRADE on our proposed invitees from the businesses
- Standardise the official invitation card/ e-card to be used by both MITI and Embassy.

Action:

G. Cultural performance

- As a working outline/reference, MITI has procured the advice from MOTAC (*Istana Budaya* and the National Department for Culture and Arts - JKKN) on:
 - i) Orchestra music performance (performing Malaysian and Korean songs, including traditional songs)
 - ii) Traditional Malaysian dance
 - iii) Gamelan music performance

Budget requirement (raw quotation)

- i) AV System (Nexus):
 - a) Orchestra - RM48,900
 - b) Caklempong/Gamelan only - RM39,900
- ii) Traditional Music Performance:
 - a) Orchestra (*Istana Budaya*) - RM68,000
 - b) Traditional dance (JKKN) - RM18,845
 - c) Caklempong performance & dance (Gangsapura) - RM15,000
 - d) Gamelan performance (Sanggar Kirana) - RM13,160

Action:

3. CLOSING

- Chair to review on agreed action-items
 - Set deadlines, as necessary
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- Thank all the members for their contribution to the discussion.