

MINUTE

PKKP,

WORKSHOP SERIE 2 ON THE NEW APEC BUSINESS TRAVEL CARD (ABTC) GUIDELINE

The above matter refers.

2. Pursuant to the Workshop on the ABTC Guideline which was held on 5 October 2023 (the approved memo is attached in **Annex I**), 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) plans to organise a second Workshop on the ABTC Guideline, tentatively on 18 October 2023 (Wednesday) at MITI.

3. With the same objective and participants as the previous Workshop, this Workshop aims to facilitate the authorities in-charge in finalising the new ABTC Guideline. Time permitting, it will also serve as a platform for the participants to coordinate preparations for the upcoming Outreach Session with ABTC stakeholders regarding the New Guideline, scheduled for end of October 2023 or early November 2023.

4. It is estimated that MITI will host around 50 participants from the relevant Ministries 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.

5. As such, the total estimated budget for the Workshop is **RM1,300.00**, 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**.

6. I forward the proposal in Paragraph 4 and 5 for PKKP's consideration and approval, please.

Thank you.



(VIMALA MURUGAN)

PK RIRD

File Ref. : MITI.600-7/7/53 (21)
Date : 16 October 2023
c.c. : KSU, TKSU(P)

FINANCE DIVISION'S COMMENT

Finance Division **supports / does not support** the application of the **RIRD's proposal** to organise **Workshop Serie 2 on the New APEC Business Travel Card (ABTC) Guideline** on **18 October 2023 (Wednesday)** at **MITI, Kuala Lumpur**, amounting of **RM1,300.00** using the allocation from **RIRD** under **OS29000** with a balance of **RM9,670.00** on **16 October 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: October 2023

PKKP'S DECISION

I approve / do not approve the application of RIRD's proposal to organise Workshop Serie 2 on the New APEC Business Travel Card (ABTC) Guideline on 18 October 2023 (Wednesday) at MITI, Kuala Lumpur at a cost of RM1,300.00 by using the operational allocation from RIRD under OS29000.

Instruction/ Comments (if any)

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(MUHAZZIB HARUN)
Senior Director Management Services
Ministry of Investment, Trade and Industry
Date: October 2023

MINUTE

PKKP,

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

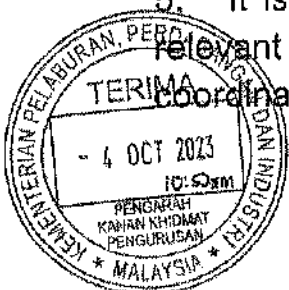
The above matter refers.

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 Dewan Seminar 1, Level 1, 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 50 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.

6. The total estimated budget for the Workshop is **RM1,300.00**, 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 Dibelikan 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 : October 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 RM1,300.00 using the allocation from RIRD under OS 29000 with a balance of RM49,370.00 on 3 October 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 <u>To comply with PB 3.1</u>



(KALITHASAN A/L KALIAPPAN)

Finance Director

Ministry of Investment, Trade and Industry

Date: 3 October 2023

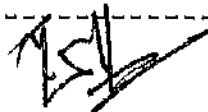


PKKP'S DECISION

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 RM1,300.00 by using the operational allocation from
RIRD under OS29000.

..... Instruction/ Comments (if any)

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(MUHAZZIB HARUN)
Senior Director Management Services
Ministry of Investment, Trade and Industry
Date: 4 October 2023

5. Therefore, given the expertise and neutral position of MPC, RIRD opines that MPC is fit to assume the role as moderator for this session, and subsequently, RIRD plans to organise this event at MPC due to the unavailability of hall/venue at MITI. RIRD as the main host of the outreach session is taking proactive and prudent measures to minimise spending for organising the event which is in line with the Government aspiration to reduce operational expenses and priorities expenses for the betterment of the public.

6. A total of 13 ABTC stakeholders including AKS as well as relevant institution including Ministries and Agencies are identified as participants for the outreach session. It is estimated that RIRD will host 60 participants, with 3 allocated slots given for each ABTC stakeholders. Therefore, ABTC stakeholders are expected to participate actively in the outreach session, particularly in the question and answer session that will be moderated by MPC, to better enhance the current ABTC guideline.

7. The total estimated budget for the outreach session is RM13,900.00, as detailed in Annex I. It is proposed for the event to utilise RIRD's budget under 2023 Provision Code 29000: *Perkhidmatan ikhtisas dan Perkhidmatan Lain Yang Dibelikan Hospitaliti*. List of participants from MITI is as per Annex II, full list of participants is as per Annex III and the tentative agenda of the outreach session is as per Annex IV.

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

Thank you.


(VIMALA MURUGAN)
PK RIRD

File Ref. : MITI.600-777/53 (18)
Date : 20 September 2023
c.c. : TKSU(P)

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MINUTE

PKKP,

OUTREACH SESSION WITH THE APEC BUSINESS TRAVEL CARD (ABTC)'S STAKEHOLDERS ON THE NEW 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) plans to organise an outreach session with the APEC Business Travel Card (ABTC)'s stakeholders to disseminate information on the new ABTC Guideline, tentatively on 25 September 2023 (Monday) at Malaysia Productivity Corporation (MPC) Productivity Hall, Petaling Jaya, Selangor.

3. The outreach session aims to introduce the Authorised Regulatory Agencies (*Agensi Kawal Selia - AKS*) on the new ABTC Guideline which has been jointly developed by MITI, Ministry of Home Affairs (MCHA) and Immigration Department of Malaysia (*Jabatan Imigresen Malaysia - JIM*). The session also aims to equip the AKS with the latest information and appropriate procedures on the ABTC requirements, approval process as well as best practices in issuing quality support letters.

4. In ensuring the session's success, meticulous planning and effective communication are paramount. Consequently, RIRD plans to appoint MPC as the moderator for this session considering that MPC is well versed with ABTC matters and is an active proponent in championing national agenda related to regulatory reforms. Furthermore, MPC is among the national secretariats for the Special Task Force to Facilitate Business (*Pasukan Pelugas Khas Pemudahara Perniagaan - PEMUDAH*), which ABTC issues have been widely discussed across the PEMUDAH platforms.



PKKP'S DECISION

I approve / do not approve the application of RIRD's proposal to organise an Outreach Session with the APEC Business Travel Card (ABTC)'s Stakeholders on the New ABTC Guideline on 25 September 2023 (Monday) at MPC Productivity Hall, Petaling Jaya, Selangor at a cost of RM3,900.00 by using the operational allocation from RIRD under OS 29000.

Instruction/Comments (if any)

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[Signature]

(MUHAZZIB HARUN)
Senior Director Management Services
Ministry of Investment, Trade and Industry
Date: 21 September 2023



FINANCE DIVISION'S COMMENT

Finance Division supports ~~does not support~~ the application of the RIRD's proposal to organise an Outreach Session with the APEC Business Travel Card (ABTC)'s Stakeholders on the New ABTC Guideline on 25 September 2023 (Monday) at MPC Productivity Hall, Petaling Jaya, Selangor, amounting of RM3,900.00 using the allocation from RIRD under OS 29000 with a balance of RM 47,570.00 on 20 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 To comply with PB 3.1

[Signature]

(KALITHASAN A/L KALUAPPAN)
Finance Director
Ministry of Investment, Trade and Industry
Date: 20 September 2023



ANNEX II

PARTICIPATION OF MITI'S OFFICERS OUTREACH SESSION WITH THE APEC BUSINESS TRAVEL CARD (ABTC)'S STAKEHOLDERS ON THE NEW ABTC GUIDELINE; MPC PRODUCTIVITY HALL; 25 SEPTEMBER 2023

No.	Name	Designation
1.	Ms. Vimala Murugan	Senior Director
2.	Mr. Suresh Kaliyana Sundram	Senior Principal Assistant Director
3.	Ms. Norazilawati Rohanuddin	Principal Assistant Director
4.	Ms. Hamizah Farhana Hussein	Principal Assistant Director
5.	Mr. Rizman Shahrin Abdul Razak	Principal Assistant Director
6.	Ms. Nunul Hidayah Idris	Senior Assistant Director
7.	Mr. Mohammad Mifzal Md Radzi	Assistant Director
8.	Mr. Zainal Adam Zainal Amanshah	Assistant Director
9.	Ms. Nur Najwa Nabilah Musa	MySTEP Officer
10.	Ms. Nurhafizan Durahim	Admin Assistant
11.	Mr. Nik Muhamma Tarmizi Che Abd Rahman	Admin Assistant
12.	Ms. Sharifah Norwahidah Syed Mohd Ridzuan	Admin Assistant
13.	Mr. Shukri Puteh	Operations Assistant

ANNEX I

ESTIMATED BUDGET OUTREACH SESSION WITH THE APEC BUSINESS TRAVEL CARD (ABTC)'S STAKEHOLDERS ON THE NEW ABTC GUIDELINE; MPC PRODUCTIVITY HALL; 25 SEPTEMBER 2023

No.	Object	Details	RM
1.	29000	Food and Beverage	
		i. Breakfast RM10.00 x 1 day x 60 pax	600.00
		ii. Lunch RM35.00 x 1 day x 60 pax	2,100.00
		Honorarium	
		i. Moderator RM200 x 2 hours x 2 speakers	800.00
		Consolation	
		i. Certificates and Gifts RM5 x 2 copies	10.00
		Total	3,510.00
2.	29000	Unexpected Expenses	
		i. 10% x RM3,510.00	351.00
		Total	351.00
		TOTAL BUDGET	3,861.00
		GRAND TOTAL (ROUND-UP)	3,900.00

ANNEX III

FULL PARTICIPATION FROM AKS AND MINISTRIES/AGENCIES OUTREACH SESSION WITH THE APEC BUSINESS TRAVEL CARD (ABTC)'S STAKEHOLDERS ON THE NEW ABTC GUIDELINE; MPC PRODUCTIVITY HALL, 26 SEPTEMBER 2023

No.	Ministry/Agencies/Associated Institutions/Partners	Ministry/Agencies/Associated Institutions/Partners	No. of Participants
12.	The Associated Chinese Chambers of Commerce and Industry of Malaysia	ACCCHM	3
13.	Malaysian Associated Indian Chambers of Commerce & Industry	MAICCI	3
14.	Malaysian Service Providers	MSPC	3
15.	ABAC Malaysia	ABAC	3
Total Number of Participants			57

No.	Ministry/Agencies/Associated Institutions/Partners	Ministry/Agencies/Associated Institutions/Partners	No. of Participants
1.	Ministry of Investment, Trade and Industry (RIRD and Information Management Division)	MITI	15
2.	Malaysia Productivity Corporation (Moderator)	MPC	3
3.	Ministry of Home Affairs	MOHA	3
4.	Department of Immigration Malaysia	JIM	3
5.	Ministry of Foreign Affairs	MOFA	3
6.	Malaysian Investment Development Authority	MIDA	3
7.	Malaysia External Trade Development Corporation	MAITRADE	3
8.	SME Corporation Malaysia	SME Corp	3
9.	Federation of Malaysian Manufacturers	FMM	3
10.	Malaysian International Chamber of Commerce and Industry	MIICCI	3
11.	Dewan Perniagaan Melayu Malaysia	DPMM	3

ANNEX IV

TENTATIVE AGENDA
OUTREACH SESSION WITH THE APEC BUSINESS TRAVEL CARD
(ABTC)'S STAKEHOLDERS ON THE NEW ABTC GUIDELINE;
MPC PRODUCTIVITY HALL; 25 SEPTEMBER 2023

Time	Agenda
8.30 am – 9.30 am	Registration and Light Refreshment
9.30 am – 9.40 am	Welcoming Remarks <i>TKSU(P) / KSU KDN / KP JIM*</i>
9.40 am – 10.00 am	Presentation by MITI on the New ABTC Guideline <i>Representative from APEC Division, MITI</i>
10.00 am – 11.00 am	Q&A Session, Moderated by MPC <i>MPC</i>
11.00 am – 11.15 am	Closing Remarks and Networking Session <i>KSU MITI*</i>
11.15 am – 12.00 pm	Lunch and Networking Session

**to be confirmed*

ANNEX II

ESTIMATED BUDGET WORKSHOP ON THE NEW ABTC GUIDELINE SAFFRON MEETING ROOM, MITI 5 OCTOBER 2023 (THURSDAY)

No.	Object	Details	RM
1.	29000	i. Breakfast RM10.00 x 1 day x 50 pax 500.00 ii. Lunch RM13.00 x 1 day x 50 pax 650.00	
		Food and Beverage	
		Total	1,150.00
2.	29000	Unexpected Expenses	
		10% x RM1,150.00	115.00
		Total	115.00
		TOTAL BUDGET	1,265.00
		GRAND TOTAL (ROUND-UP)	1,300.00

ANNEX III

**NUMBER OF ALLOCATED PARTICIPANTS ACCORDING TO
MINISTRIES AND AGENCIES
WORKSHOP ON THE NEW ABTC GUIDELINE
SAFFRON MEETING ROOM, MITI
5 OCTOBER 2023 (THURSDAY)**

No.	Ministries/ Agencies	No. of Allocated Pax
1.	Ministry of Investment, Trade and Industry (MITI)	20
2.	Ministry of Home Affairs (MOHA)	10
3.	Department of Immigration Malaysia (JIM)	10
4.	Malaysia Productivity Corporation (MPC)	10
Total Number of Participants		50

ANNEX IV

AGENDA WORKSHOP ON THE NEW ABTC GUIDELINE SAFFRON MEETING ROOM, MITI 5 OCTOBER 2023 (THURSDAY)

Agenda	
8.30am – 9.30am	Registration and Breakfast
9.30am – 12.30pm	First Session: Finalisation of the ABTC Application Process
12.30pm – 2.00pm	Lunch and Zohor Prayer
2.00pm – 4.30pm	Second Session: Finalisation of the New ABTC Requirements
4.30pm – 5.30pm	Coordination/ Preparation Meeting on the Outreach Session with the APEC Business Travel Card (ABTC)'s Stakeholders on the New ABTC Guideline

**ESTIMATED BUDGET
WORKSHOP ON THE NEW ABTC GUIDELINE
18 OCTOBER 2023 (WEDNESDAY)**

No.	Object	Details	RM
1.	29000	<u>Food and Beverage</u>	
		i. Breakfast RM10.00 x 1 day x 50 pax	500.00
		ii. Lunch RM13.00 x 1 day x 50 pax	650.00
Total			1,150.00
2.	29000	<u>Unexpected Expenses</u>	
		10% x RM1,150.00	115.00
Total			115.00
TOTAL BUDGET			1,265.00
GRAND TOTAL (ROUND-UP)			1,300.00

ANNEX III

**NUMBER OF ALLOCATED PARTICIPANTS ACCORDING TO MINISTRIES AND
AGENCIES
WORKSHOP ON THE NEW ABTC GUIDELINE
18 OCTOBER 2023 (WEDNESDAY)**

No	Ministries/ Agencies	No. of Allocated Pax
1.	Ministry of Investment, Trade and Industry (MITI)	20
2.	Ministry of Home Affairs (MOHA)	10
3.	Department of Immigration Malaysia (JIM)	10
4.	Malaysia Productivity Corporation (MPC)	10
Total Number of Participants		50

AGENDA
WORKSHOP ON THE NEW ABTC GUIDELINE
18 OCTOBER 2023 (WEDNESDAY)

Time	Agenda
8.30am – 9.30am	Registration and Breakfast
9.30am – 12.30pm	First Session: Finalisation of the ABTC Application Process
12.30pm – 2.00pm	Lunch and Zohor Prayer
2.00pm – 4.30pm	Second Session: Finalisation of the New ABTC Requirements
4.30pm – 5.30pm	Coordination/ Preparation Meeting on the Outreach Session with the APEC Business Travel Card (ABTC)'s Stakeholders on the New ABTC Guideline