

## **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 9 February 2024 (Friday) 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 (MOHA) 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 Petugas Khas Pemudahcara Perniagaan* - PEMUDAH), which ABTC issues have been widely discussed across the PEMUDAH platforms.

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 105 participants, with 5 allocated slots given for each ABTC stakeholders. Therefore, ABTC stakeholders are be 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 **RM6,100.00**, as detailed in Annex I. It is proposed for the event to utilise RIRD's budget under 2024 Provision Code 29000: *Perkhidmatan Iktisas dan Perkhidmatan Lain Yang Dibeli dan 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.600-7/7/53 ( )  
Date : January 2024  
c.c. : TKSU(P)

### **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 **9 February 2024 (Monday)** at **MPC Productivity Hall, Petaling Jaya, Selangor**, amounting of **RM6,100.00** using the allocation from **RIRD** under **OS 29000** with a balance of **RM**\_\_\_\_\_on\_\_\_**January 2024**. 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 .....

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**(KALITHASAN A/L KALIAPPAN)**  
Finance Director  
Ministry of Investment, Trade and Industry  
Date: January 2024

**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 **9 February 2024 (Friday)** at **MPC Productivity Hall, Petaling Jaya, Selangor** at a cost of **RM6,100.00** 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:            January 2024

## **ANNEX I**

**ESTIMATED BUDGET  
OUTREACH SESSION WITH THE APEC BUSINESS TRAVEL CARD  
(ABTC)'S STAKEHOLDERS ON THE NEW ABTC GUIDELINE;  
MPC PRODUCTIVITY HALL; 9 FEBRUARY 2024**

<b>No.</b>	<b>Object</b>	<b>Details</b>	<b>RM</b>
1.	29000	<b><u>Food and Beverage</u></b>  i. Breakfast RM10.00 x 1 day x 105 pax  ii. Lunch RM35.00 x 1 day x 105 pax  <b><u>Honorarium</u></b>  i. Moderator RM200 x 2 hours x 2 speakers  <b><u>Consolation</u></b>  i. Certificates and Gifts RM5 x 2 copies	  1.050.00  3,675.00   800.00   10.00
<b>Total</b>			<b>5,535.00</b>
2.	29000	<b><u>Unexpected Expenses</u></b>  i. 10% x RM5,535.00	  553.50
<b>Total</b>			<b>553.50</b>
<b>TOTAL BUDGET</b>			<b>6,088.50</b>
<b>GRAND TOTAL (ROUND-UP)</b>			<b>6,100.00</b>

**PARTICIPATION OF MITI'S OFFICERS  
OUTREACH SESSION WITH THE APEC BUSINESS TRAVEL CARD  
(ABTC)'S STAKEHOLDERS ON THE NEW ABTC GUIDELINE;  
MPC PRODUCTIVITY HALL; 9 FEBRUARY 2024**

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<b>No.</b>	<b>Name</b>	<b>Designation</b>
1.	YBhg. Dato' Hairil Yahri Yaacob	Secretary General
2.	Ms. Mastura Ahmad Mustafa	Deputy Secretary General (Trade)
3.	Ms. Vimala Murugan	Senior Director, RIRD
4.	Mr. Suresh Kaliyana Sundram	Senior Principal Assistant Director, RIRD
5.	Ms. Norazilawati Rohanuddin	Principal Assistant Director, RIRD
6.	Mr. Rizman Shahrin Abdul Razak	Principal Assistant Director, RIRD
7.	Ms. Nurul Hidayah Idris	Senior Assistant Director, RIRD
8.	Mr. Mohammad Mifzal Md Radzi	Assistant Director, RIRD
9.	Mr. Zainal Adam Zainal Amanshah	Assistant Director, RIRD
10.	Ms. Nur Najwa Nabilah Musa	MySTEP Officer, RIRD
11.	Ms. Nurhafizan Durahim	Admin Assistant, RIRD

<b>No.</b>	<b>Name</b>	<b>Designation</b>
12.	Mr. Nik Muhammad Tarmizi Che Abd Rahman	Admin Assistant, RIRD
13.	Ms. Sharifah Norwahidah Syed Mohd Ridzuan	Admin Assistant, RIRD
14.	Mr. Shukri Puteh	Operations Assistant, RIRD
15.	TBC	Information Management Division
16.	TBC	Information Management Division
17.	TBC	Information Management Division
18.	TBC	Information Management Division
19.	TBC	Information Management Division
20.	TBC	Information Management Division

**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; 9 FEBRUARY 2024**

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<b>No.</b>	<b>Ministries/Agencies/ Associations/Chambers</b>	<b>Acronym</b>	<b>No. of Allocated Pax</b>
1.	Ministry of Investment, Trade and Industry (RIRD and Information Management Division)	MITI	20
2.	Malaysia Productivity Corporation (Moderator)	MPC	10
3.	Ministry of Home Affairs & Department of Immigration Malaysia	MOHA & JIM	20
4.	Ministry of Foreign Affairs	MOFA	5
5.	Malaysian Investment Development Authority	MIDA	5
6.	Malaysia External Trade Development Corporation	MATRADE	5
7.	SME Corporation Malaysia	SME Corp	5
8.	Federation of Malaysian Manufacturers	FMM	5
9.	Malaysian International Chamber of Commerce and Industry	MICCI	5
10.	<i>Dewan Perniagaan Melayu Malaysia</i>	DPMM	5
11.	The Associated Chinese Chambers of Commerce and Industry of Malaysia	ACCCIM	5



<b>No.</b>	<b>Ministries/Agencies/ Associations/Chambers</b>	<b>Acronym</b>	<b>No. of Allocated Pax</b>
12.	Malaysian Associated Indian Chambers of Commerce & Industry	MAICCI	5
13.	Malaysian Service Providers	MSPC	5
14.	ABAC Malaysia	ABAC	5
<b>Total Number of Participants</b>			<b>105</b>

**TENTATIVE AGENDA  
OUTREACH SESSION WITH THE APEC BUSINESS TRAVEL CARD  
(ABTC)'S STAKEHOLDERS ON THE NEW ABTC GUIDELINE;  
MPC PRODUCTIVITY HALL; 9 FEBRUARY 2024**

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<b>Time</b>	<b>Agenda</b>
<b>9.00 am – 10.00 am</b>	<b>Registration and Light Refreshment</b>
<b>10.00 am – 10.15 am</b>	<b>Welcoming Remarks</b> <i>KSU MITI</i>
<b>10.15 am – 10.45 am</b>	<b>Presentation by MITI and JIM on the New ABTC Guideline</b> <i>Representative from MITI and JIM</i>
<b>10.45 am – 11.15 am</b>	<b>Q&amp;A Session</b> <i>MPC</i>
<b>11.15 am – 11.30 am</b>	<b>Closing Remarks</b> <i>KDN/JIM/TKSU(P) MITI*</i>
<b>11.30 am – 12.00 pm</b>	<b>Lunch</b>

*\*to be confirmed*