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MALAYSIAN ADMINISTRATIVE AND MODERNIZATION UNIT (MAMPU) PUTRAJAYA

PRACTICAL TRAINING REPORT

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CLEARANCE FOR SUBMISSION OF THE PRACTICAL TRAINING REPORT BY THE SUPERVISOR

Name of supervisor: Madam Sarehan Binti Sadikin

Title of Practical Report: Malaysian Administrative Modernization and Management Planning Unit (MAMPU)

Name of Student: Nurul Izzati binti Rozalan

I have reviewed the final and complete practical training report and approve the submission of this report for evaluation.

(Signature)

Date:

THE DECLARATION

Declaration

I hereby declare that the work contained in this report is my own except those which have been duly identified and acknowledged. If I later found to have committed plagiarism or other forms of academic dishonesty, action can be taken against me under the Academic Regulations of UiTM's.

Nurul Izzati binti Rozalan

ACKNOWLEDGEMENT

In the name of Allah S.W.T, the Most Gracious and the Most Merciful.

First and foremost, all praises to Allah for giving me strengths and blessings that enable me to complete my practical training. I am taking this opportunity to express my gratitude to those parties who involved throughout my practical training especially to Malaysian Administrative Modernization and Planning Unit (MAMPU) Putrajaya.

Therefore, I would like to express my gratitude and appreciation to my practical supervisor, Madam Sarehan binti Sadikin for her fully and continuous support, enthusiasm, insight, patience and guidance towards me from the beginning to the complete practical training report. I also would like to thank all my lecturers for providing me with continuous support, knowledge and guidance throughout my degree program.

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Not to forget, I would like to extend my heartfelt gratitude to my beloved parents for the warmth understanding and moral support to fulfil the internship program as required. I also would like to thank my friends who had been supporting me in sharing fresh knowledge and experience.
I thank you most warmly.

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CHAPTER ONE

INTRODUCTION OF THE ORGANIZATION

1.0   Introduction

This chapter will be explained about the introduction to the organization which is Malaysian Administrative Modernization and Management Planning Unit (MAMPU) Putrajaya. Section 1.1 will discuss about the background of MAMPU, Section 1.2 is about the vision of MAMPU while Section 1.3 state the mission of MAMPU. Apart from that, Section 1.4 is the logo of MAMPU, Section 1.5 is the organizational structure, Section 1.6 is about client charter and lastly Section 1.7 is about the roles of MAMPU.

1.1   Background of organization

Malaysian Administrative Modernization and Management Planning Unit or also known as (MAMPU) was established based on a study, "Development Administration in Malaysia" conducted by Prof. John D. Montgomery and Milton J. Esman. The report acknowledged the need to upgrade professionalism in the Public Service through educational and training programmes. Based on recommendations of the report, the Development Administrative Unit (DAU) was established in 1966 to spearhead administrative reforms in the Government.

DAU was later expanded and renamed Implementation Coordination Development Administrative Unit (ICDAU) tasked with coordinating the planning

and development of human resources. In line with the rapid and dynamic growth of the Public Service, ICDAU was later restructured in 1977.

In 1986, the role of human resource planning was reassigned to other agencies so that the agency can focus its efforts on Public Sector administrative modernization and management consultation. Since then, ICDAU was known as the Malaysian Administrative Modernization and Management Planning Unit (MAMPU).

MAMPU was established in 1977 and functioning as a central agency of government. It is one of the government agencies that are responsible for modernization and reform the delivery service in public sector. MAMPU is placed under Prime Minister Department. The headquarters of MAMPU are in Putrajaya and Cyberjaya, while the other two branches in Sabah and Sarawak. Basically, MAMPU has a role to increase the effectiveness and efficiency of delivery system in the public sector by transforming the system from time to time.

1.2 Vision

- Spearheading the Transformation of Public Service Delivery towards Distinction

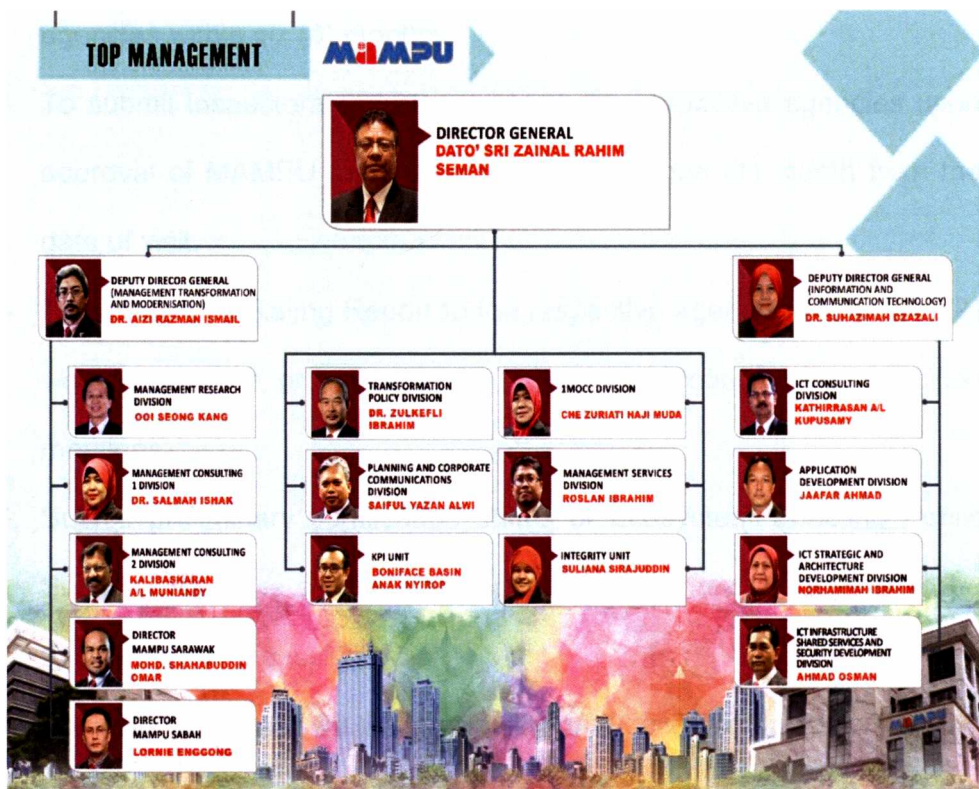## 1.3 Mission

- Strengthening Public Service Delivery Transformation Through Organizational Management, Innovative ICT and Strategic Direction Towards Achieving Developed Nation Status.

1.4   Logo

1.5   Organizational Structure

Source: www.mampu.gov.my

1.6   Client Charter

1. To provide advisory/guidance/consultation service by achieving at least the scale 5 (satisfactory) of 7 in the service delivery effectiveness assessment.

2. To complete a Management Study for a Public Sector agency within three (3) months.

3. To complete a Management Study involving several Public Sector agencies within six (6) months.

4. To submit inspectorates visit reports to the respective agencies upon approval of MAMPU top management within one (1) month from the date of visit.

5. To submit Star Rating Report to the respective agencies within two (2) weeks after the presentation in Panel 3P Meeting/ other specified meetings.

6. Submit preliminary certification status of Ecosystem Enabling Public Sector (EKSA) via e-mail to the agency within three (3) days after the Exit Conference sessions.

7. To ensure at least 99.5% availability of Putrajaya Campus Network (PCN)

8. To ensure at least 99.9% availability of internet access for Putrajaya Campus Network (PCN) users.

9. To ensure at least 99.3% availability of Wide AreaNetwork (WAN) (IGov*Net).

10. To provide Electronic Government smart cards within ten (10) working days from the registration date of the application letter.

11. To provide early consultation services upon receiving ICT security incident complaint:

      i)   Complaints received during working hours will be resolved within one (1) hour;

      ii)   Complaints received after working hours will be resolved the following working day.

12. Service Desk Availability-80% telephone calls answered within 10 seconds.

13. To submit decision papers on ICT project technical approval application (ICT Technical Committee-ICTTC) to the respective agencies within one (1) month upon the receipt of the complete application.

14. To ensure at least 99.9% availability of myGovernment Service Portal

15. To achieve at least 80% customer satisfaction for promotion through exhibition.

16. To distribute minutes of key meetings within three (3) working days from the date of meeting.

17. To resolve complaints related to MAMPU within three (3) working days from the receipt of the complaint unless the complaint requires further investigation to be completed within 10 days.

18. To achieve at least 80% external customer satisfaction on MAMPU service delivery.

19. Ensure Incoming Calls in 1MOCC 90% answered within 20 seconds (service level).

1.7 Roles

1. Catalyst and Change Agent in the Administration and Management of the Public Service

   - To introduce and promote new initiatives in the administration and management of the Public Service, as well as evaluate and award Government agencies for the achievements in providing an efficient, effective and responsive delivery system.

2. Planner and Leader in the Development of Communications and Information Technology (ICT) in the Public Sector.

   - To plan, devise, coordinate and assess the implementation of ICT development in the Public Sector towards strengthening the Public Service delivery system.

3. Consultant in the Areas of Organisational Management and Communications and Information Technology (ICT) for the Public Sector

   - To provide consultation services to ensure the structure, system, work procedures and implementation of ICT

developments are in line with efforts to improve the Public Service delivery system.

4. Facilitator in Modernisation Programme and Transformation of the Public Service Delivery system.

- To synergise knowledge, expertise and resources from the public, private and NGOs towards enhancing the modernization and transformation of the Public Sector.

CHAPTER 2

SCHEDULE OF PRACTICAL TRAINING

2.0   Introduction

In this chapter 2 of practical training, it will summarize all the daily activities and tasks done in the Malaysian Administrative Modernization and Management Planning Unit (MAMPU) Putrajaya which was being recorded in the daily log book given to the students. Here, the description of job and tasks executed throughout training will be explained in this chapter. Section 2.1 explained about the daily activities and task done by week for the practical training which is from 20th January 2016 until 16th March 2016. It will be the details explanations of the specific tasks assigned during the practical training period.

2.1   Table of daily activities and task done by week

2.1.1   Week 1 (20th – 22nd January 2016)

BIL.	SCHEDULE OF ACTIVITIES
1.	**Report Duty** • Reporting on duty on 20th January 2016 at 8.00 am at Human Resource Section of MAMPU. (refer to Appendix A) • Then, I was being placed in Administration Section under Management Service Division (BKP).

	• I have a briefing session with the Head of Section, Encik Faizal Azmir and also with my supervisor, Encik Abdul Aziz Pardon. • Then, I had been specifically placed under Unit *Aset, Stor dan Perolehan* in the Administration Section. It is a unit that is responsible for all the procurement matters in MAMPU.
2.	**Life Cycle Cost Project (LCC)** • I have been assigned to a project called Life Cycle Cost together with my partner, Mohamed Salman. I need to make a research regarding to Life Cycle Cost because it will be useful for the management of assets in MAMPU itself. • Life Cycle Cost is the estimated total cost of an asset to the entire life cycle phases including the cost of acquisition and cost of ownership. • I only covered the moveable asset which is divided into three categories which is ICT equipment, furnishing and vehicles in MAMPU.
3.	**Attend *Perhimpunan Bulanan MAMPU*** • I was given a chance to attend *Perhimpunan Bulanan* MAMPU. It was organized by Planning and Corporate Communication Division *(*BPKK*)* of MAMPU. • It is a ceremony that was held every month to gather all staffs of MAMPU from all branches Sabah, Sarawak, Cyberjaya and Putrajaya.
4.	**Sorting Document** • I was given guidance to sort and classify document according to the code as required. It is a document regarding to the details of the assets

	in MAMPU.
	• I need to sort the documents and classify it according to the code of assets and then separate the documents by using separator.
	• It was purpose to make work more effective and efficient.

2.1.2 Week 2 (26th – 29th January 2016)

BIL.	SCHEDULE OF ACTIVITIES

1.	**Process gather information for Life Cycle Cost Project**
	
	• I need to gather information regarding to one of the categories of movable asset which is ICT equipment. It includes the purchasing cost, life cycle period and also maintenance cost of those ICT equipment such as printer, laptop, desktop and others. I got those details and information from Encik Mahmud, *Ketua Penolong Pengarah Bahagian Sistem Teknologi Maklumat.*
	
	• I also had sent an email to Encik Fardzly from ICT department MAMPU Cyberjaya to get such details from him and managed to get details regarding the server which is also include under ICT equipment such as:
	
	    i. Life cycle period of server
	
	    ii. Purchasing cost
	
	    iii. Maintenance cost per year

	• I also managed to get details for furniture category from one system that introduced by Ministry of Finance that is called *Sistem Pemantauan Pengurusan Aset* (SPPA) to look for the details that is required for the project. (refer to Appendix B)
	
	• In order to get more details and information regarding to Life Cycle Cost, I look for some reading materials from Internet to make sure that I get more understanding regarding this project. Those reading materials are as below:
	
	    i. *Pekeliling Tatacara Pengurusan Aset Alih Kerajaan (AM 2.1)*
	
	    ii. *Pengurusan Kenderaan Kerajaan (WP 4.1)*
	
	    iii. *Garis Panduan Kos Kitaran Hayat*
	
	    iv. Other journals and articles from scholars.
	
	• I asked one of staff in Administration Section, Encik Yusof who is responsible towards the management of vehicles of MAMPU. Those are details required to complete the project:
	
	    i. Purchasing cost
	
	    ii. Depreciation cost per year
	
	    iii. Maintenance cost
	
	    iv. Life Cycle Period

2.	**Attend meeting Puspanita MAMPU** • I managed to attend the meeting of Puspanita MAMPU. It was 33th meeting of Puspanita. • There also have a talk about 'Human Governance' that was delivered

		by Prof. Arfah from Putra Business School. It was quite a good information.
3.		**Prepare slides presentation**
		• I need to make a slide by using Microsoft Powerpoint for the presentation of Life Cycle Cost Project to make sure that the presentation can be delivered well and can be understand by others. (refer to Appendix C)
		• Those are details that are required in the slideshow:
		i. Definition of Life Cycle Cost
		ii. Objectives
		iii. Categories of asset
		iv. Details of asset (cost of asset, life cycle period, etc)
		v. Procurement method
4.		**Presentation Life Cycle Cost Project**
		• I need to make a presentation together with my partner, Mohamed Salman who is also a practical student.
		• The presentation is about the result and finding that we get from our research regarding Life Cycle Cost.
		• Both of us presented our project in front of our supervisor, Encik Abdul Aziz Pardon and Puan Wan Normastura who is an Executive Officer that is responsible towards the management of asset in MAMPU.
		• The conclusions from the presentation on that day are:
		i. We have to improve and search more additional details of

	assets.
	ii. We were asked to make a work trip to *Jabatan Kerja Raya (JKR)* in order to get the absolute details for the depreciation of government vehicles.

2.1.3 Week 3 (2ⁿᵈ February – 5ᵗʰ February 2016)

BIL.	SCHEDULE OF ACTIVITIES
1.	**Make a phone call**
	• I need to make a phone call to JKR Putrajaya to ask for more details about government vehicles in order to improve my research for Life Cycle Cost Project. Therefore, I make a call to JKR Putrajaya and ask for the details regarding to the government vehicles
2.	**Process of checking assets in store**
	• I was asked to help one of the staff who is responsible in checking all of assets in MAMPU such as stationeries and other office equipment. (refer to Appendix D)
	• I need to check whether the total assets in the store are equivalent to the total assets in the *'Sistem Pemantauan Pengurusan Aset (SPPA)'* and identify whether there is any surplus or shortage of assets.
	• After checked all the type of assets, the shortage or surplus of assets must be recorded in the system to update the availability of assets in store.

3.	Develop 'Sistem Permohonan Dalam Talian'
	• In order to increase the efficiency of work in MAMPU, the administration want to develop a web based system to replace the manual way to book for office vehicles, meeting rooms, complaints regarding to the damages of vehicles and also building which is KEW.PA 9.
	• So, I was assigned the task by Puan Husnani Shamsuddin to list up the details required that need to be developed later on by *Bahagian Pembangunan Aplikasi* (BPA).
	• I was asked to complete the task by using online software 'Survey Monkey'. (refer to Appendix E)

2.1.4 Week 4 (10th February – 12th February 2016)

BIL.	SCHEDULE OF ACTIVITIES
1.	List out details for *Sistem Pembangunan Dalam Talian*
	• As directed by Puan Husnani, I list out all the details required in the form of complaints of assets by using Survey Monkey. Survey Monkey is an online software that can be used to make a template that make work become easier and also save time.
	• This details need to be submitted to *Bahagian Pembangunan Aplikasi* (BPA) for them to use for the development of 'web-based' system for:
	i. *Borang tempahan kenderaan*

	ii. *Borang aduan kerosakan asset*
2	**Make a photocopy** • I need to make photocopy of documents for *Laporan Eksekutif Pengurusan Aset Kerajaan Tahun* 2015. I was being guide by a staff to use the photocopy machine. I need to make it three copies for each document. • Those are the documents that I need to copy: • KEW-PA 8, KEW-PA 14(B), KEW-PA 4, KEW-PA 5, KEW-PA 10, KEW-PA 11, KEW-PA 20, KEW-PA 32, KEW-PS 13, KEW-PS 22, KEW-PS 16, KEW-PS 15 and KEW-PS 14.
3.	**Compile and sorting documents** • After done all the photocopies, I need to compile all the documents, make a cover page for the report and sorting it according to the required arrangements. • I need to separate all the documents between each other by using separator to differ those documents.
4.	**Binding documents** • Then, I need to bind all those three copies. I was being guide by the staff in the administration section to use the binding machine.

2.1.5 Week 5 (15th February-19th February 2016)

BIL.	SCHEDULE OF ACTIVITIES
1.	**Make a phone call** • I need to make a phone call to Workshop JKR Wilayah Persekutuan Kuala Lumpur to ask for in depth details regarding to the moveable asset which is government vehicles. I need to ask the details from them because JKR is the agency who responsible about the government vehicles. • I also set an appointment with the staff in order to interview them to get more details to complete my research project.
2.	**Work trip to Workshop JKR WP. Kuala Lumpur** • I went to JKR Wilayah Persekutuan Kuala Lumpur to interview one of the staff at the workshop, Encik Ahmad Fazli Mohd Nor. I need to ask for more details regarding the vehicles because it is needed in my calculation of life cycle cost. (refer Appendix F) • From the work trip, I managed to get those details: • Depreciation value that come out from JKR is based on the of the vehicles itself. • Maintenance cost for the government vehicles is in a lump-sum cost.
3.	**Meeting** • I attend Mesyuarat Agong Kelab Sukan dan Kebajikan MAMPU. In this meeting also had a talk about 'Social Responsibility'.

	Pembangunan Aplikasi and *Bahagian Sistem Teknologi Maklumat* because they are the one who responsible to develop the system. It was purpose to discuss whether they can pursue our suggestion to build up the system to make the administration work become more efficient and effective.
3.	**Make work process chart for vehicles booking** • I was asked to make the work process chart for vehicles booking to determine the flow of booking process from the early of booking until the end of the booking process. I used Microsoft Word to illustrate the work process.
4.	**Attend *Perhimpunan Bulanan MAMPU*** • I was given a chance to attend *Perhimpunan Bulanan* MAMPU in month of February. It was organized by *Bahagian Perundingan Pengurusan 2* (BPP2) of MAMPU. (refer Appendix G) • It is a ceremony that was held every month to gather all staffs of MAMPU from all branches Sabah, Sarawak, Cyberjaya and Putrajaya.

2.1.7 Week 7 (29th February-4th March 2016)

BIL.	SCHEDULE OF ACTIVITIES
1.	**Organize Green Procurement Talk** • I was directed by my superior, Puan Husnani to organize an event which is titled 'Green Procurement Talk' that will be organized

	Administration Section MAMPU.
	• This talk will be delivered by representative from Ministry of Energy, Green Technology and Water (keTTHA).
	• The purpose of this talk is to give exposure about the importance of green procurement and increase understanding and also knowledge of workers especially the officer who is responsible in managing the government procurement.
2.	**Make a phone call** • I need to make a phone call to Encik Abdul Rahman Abdul Ghani from Ministry of Energy, Green Technology and Water (keTTHA). • The purpose is to ask the approvals from keTTHA to give the talk regarding to Green Procurement. • I also discussed with him regarding the suitable date and time to held the talk. • From the discussion, both of us agree to held the talk on 15th March 2016.

3.	**Make a room reservation**
	
	• I need to book a room for the Green Procurement Talk. I make a phone call to Encik Rahman from Block B1, Kompleks Jabatan Perdana Menteri.
	
	• The details of the booking are as below:
	
	    i. Venue: Bilik Serbaguna 3, Level 3, Block B1 JPM.
	
	    ii. Date: 15th March 2016

	iii. Time: 8.00 am – 1.00 pm
4.	**Prepare an invitation letter**
	• My task is I need to prepare an invitation letter to the Ministry of Energy, Green Technology and Water (keTTHA). The purpose is to make a formal invitation for them to be the speaker for the Green Procurement Talk.
	• After I printed out the letter, I need to key in the letter in the system 'Digital Data Management System' (DDMS) to get the letter reference number. The system is being used by MAMPU to keep all the references number and keep the letter for any references later on. This is how they manage their filling data.
	• Then, I need to make a copy of that letter and send it to Registry Section.

2.1.8 Week 8 (7th March-11th March 2016)

BIL.	SCHEDULE OF ACTIVITIES
1.	**Prepare a working paper**
	• I need to prepare a working paper for the Green Procurement Talk which will be held on 15th March 2016. (refer to Appendix H)
	• The purpose of this working paper is to request for approval for the budget from the Service Management Division which is budget for the breakfast and lunch on that day and also for the payment to guest

	speakers.
	• I make the working paper by referring to a previous working paper that had been given from Puan Husnani to me as a guidance and reference.
2.	**List out latest description jobs of staff in Administration Section**
	• On this week, I also had been assigned a task in which I have to make a list of description jobs of all staffs in administration section. The purpose of this task is to make known the latest staffs that is responsible for the certain unit in administration sections. This is because, there is a job rotation been made in the section and there are also staffs from this section who transfer to another government agency.
	• So, I need to list out all the new staffs job descriptions after the job rotation been made in the section. It will be easier for other staffs in other division and department to refer because our section always dealing with other staffs in MAMPU itself.
3.	**Update directory of division**
	• For this task, I need to update the directory of Service Management Division (BKP). This is same as the task above. The difference of this task is I only have to update the latest staffs who is responsible for the work and task in certain units.
	• For example, the secretary for the Service Management Division (BKP) is transfer to another division in MAMPU and other secretary had been assigned to replace the secretary. So, I need to update the details of

	the new secretary in the directory of division. It is easier for others to refer the directory for any matters.
4.	**Resolve matters related to Green Procurement Talk** • In this week, I have to resolve all the matters regarding to Green Procurement Talk as it will be held for next week. • Firstly, I need to make a reservation for breakfast and lunch with the staff who responsible to handle the such this matter, Puan Radziah. I need to ensure that reservation been made and ensure that all the reservation will be on time on that day. • Then, I need to get a copy of 'Borang Tuntutan Penceramah' from Encik Wan Mutalib from the Human Resource to give to the guest speakers that will give the talk on that day so that they can fill in the form to claim for their talk. • On the other hand, I also need to make a signage for the talk and placed it to several areas in the Block B1 JPM so that it will be easier for the guest speaker and participation to know the exact location of the Green Procurement Talk. • I need to prepare a list out of the participants and make a booking for the projector. • I need to make a phone call to all the participants for the confirmation of their attendance for the Green Procurement that will held next week.

5.	**Process of checking assets in store**
	• I was asked to help one of the staff who is responsible in checking all of assets in MAMPU such as stationeries and other office equipment.
	• I need to check whether the total assets in the store are equivalent to the total assets in the *'Sistem Pemantauan Pengurusan Aset (SPPA)'* and identify whether there is any surplus or shortage of assets.
	• After checked all the type of assets, the shortage or surplus of assets must be recorded in the system to update the availability of assets in store.

2.1.9 Week 9 (14th March 2016- 16th March 2016)

BIL.	SCHEDULE OF ACTIVITIES
1.	**Make a letter of authorization to enter *Kompleks Jabatan Perdana Menteri***
	• For this task, I need to make a letter of authorization for the guest speaker so that she can enter the *Kompleks Jabatan Perdana Menteri*. The security system is so strict here, so it is required to have an authorization letter so that the guest can easily enter the building without have to go through the security post.
	• After I printed out the letter, I need to key in the letter in the system 'Digital Data Management System' (DDMS) to get the letter reference number. The system is being used by MAMPU to keep all the

		references number and keep the letter for any references later on. This is how they manage their filling data.
		• Then, I need to make two copies of that letter and send it to Registry Section and one copy to the Security Section.
2.		**Handle the event of Green Procurement Talk** • On the day, I need to ensure that all things that had been planned are according to planning. (refer to Appendix I) • Firstly, I need to ensure that laptop and projector needed for the talk are prepared so that the talk will be smoothly held on that day. • I also become the emcee throughout the talk and need to control the talk accordance to the planning by keeping the time track for each session so that they event would not be delay. (refer Appendix J) • During the event, I also need to ensure that all the foods and drinks for breakfast and lunch are being prepared on time and according to the schedule that had been handed out to the caterer. • The guest speakers on that day is Puan Wan Nadia Kamaruddin and Puan Nur Syahira Abd Rahim from Malaysian Green Technology Corporation (MGTC).

CHAPTER 3

ANALYSIS

3.0   Introduction

This chapter will discuss about the application of the theoretical aspects that had been covered in the classroom into the workplace, within the period of practical training is being held. For information, this aspect will be explained in detail by comparing the knowledge that had been learned in various subjects during class in my studies with the real life situation of the organization. Section 3.1 will simply explain about event management in MAMPU, Putrajaya. Then, Section 3.2 is about the life cycle of event management which is before event started, during the event and the termination of event.

3.1   Event management in MAMPU Putrajaya

Event management can be used as a tool to maximize the success of a project and event. According to Goldblatt (2001), event management is about a unique moment in time with ceremony and ritual to achieve the desire needs and wants. Shone & Parry (2004) defined event management as a non-routine occasions that is develop separately from the normal activity in daily life. It means that event management is something that we do not do it every day but it held when it needed and when it is suitable and right to do it. Event management involves some processes in order to have a successful event. Goldblatt (2002) mentioned that event management is a process which involve researching,

designing, planning, coordinating and evaluating events. All the processes need a sufficient personnel in order to coordinate tasks in implementing the event specifically. An event should have an enough preparation before the implementation of event, so that the event would be successfully held without failure. If the event is managed poorly, it can be a great impact to the organization itself since the event should maintaining the good image of organization. On the other hand, event management also involve several operational stages such as develop objectives, planning, organizing and preparing the event as well as implementing and lastly evaluation for the event (Shone & Parry, 2004).

In the Administration Section, I had been specifically trained under *Unit Aset, Stor dan Perolehan.* This unit engaged in dealing with procurement of assets and responsible in regards of store for keeping assets in MAMPU. Therefore, the Head of Section, Encik Faizal Azmir directed me to organized an event or talk which is called 'Green Procurement Talk'. It is about the green procurement that is now greatly promoted by the government to all its agencies in Malaysia. Since our unit involved directly in all the procurement matters in MAMPU, he directed me to organize it to give the knowledge about green procurement not only to staffs and officers who involved in procurement process, but also to all staffs and officers in MAMPU who interested to know more about it. Therefore, in order to ensure that this program will be successfully implemented, we had developed various processes to ensure that this talk will be smoothly implemented.

So, in order to have a successful event, those processes that had been mentioned above should be appropriately followed by the organizer and personnel in organization so that it will be held without fail. According to what I had learned in subject Project Management, the tasks in the event should be broken down into several part so that everyone can take responsibility according to task given.

3.2 Event management life cycle

3.2.1 Before event

This is the first stage in the event management life cycle. Before the event, there are a few things that need to be carried out by the event manager as well as the organizational committee to ensure the smoothness of the event. It consists of event planning, time and location of the event, organizing committee and event manager as well as finance and budget.

3.2.1.1 Event planning

As usual, an event must first start with planning. According to Shone & Parry (2004), planning is the vital to the success of an event because of their complexity, their unusual requirement and also maybe because of the organization is unfamiliar with the event. Planning is important as it will be as a guide and tool to measure the progress of the event as well as its effectiveness and efficiency. Planning is the process whereby the event manager or organizer

looks towards the various actions that need to be taken by them and select the best action to work with.

Bowdin et. Al (2006) stated that there are two types of planning which are strategical and operational planning. Strategic planning involves making a mission statement and objectives, determining policies, identifying funding and revising strategy involves to ensure the mission is achievable. In contrast, operational planning involves more routine, specific, individual procedures or dimensions of the event.

In any planning, objectives must first be the starting point by the organizer in order to know the purpose of the event and as a guidance for the staffs and personnel so that they know what to achieve. After that, event manager should draft outline plan, include the systematic detailed planning which involves financial plan, operational plan and also marketing plan.

As me directly involved in the organizing Green Procurement Talk, I had been asked to make a proposal plan which I need to state the objectives of the talk, plan on who is going to deliver the talk, where is the venue, what is the proposed date for the talk, the estimates budget according to the allocation of budget for the unit as well as the participants. So for this talk, the objectives are as below:

1) To provide further and depth understanding regarding to green procurement.

2) To know the importance and benefits of green procurement in the government procurement.

3) To manage the government's green procurement in an efficient and effective manner.

The objectives for the talk are important and need to be understand and clarified by all staffs and personnel who involved in this event. By that, the event would be successfully held. Those objectives specifically want to provide the knowledge about Green Procurement as it will be applied in the government procurement to save the cost of government procurement. Thus, as everyone understand about the objectives, it become more easy to develop future direction of the event by focusing on the objectives of the event itself.

3.2.1.2 Timing and location of the event

In the event management, time and location of event is important because it will affect the success of the event. Location of the event should be convenient and accessible for everyone involved especially. It is important to look at the best venue as it will provide the best facility and accommodation to both participants and organizer. Event manager should do the site inspection to ensure whether the venue is suitable for the planned event. Shone and Parry (2004) mentioned that there are two things that an event manager should consider in choosing the best venue which are the functionality of venue and the suitability of the venue. Other than that, they also stated that the number of guests is the major consideration when sourcing the venue. The venue should be comfortable enough with the number of guest so that they will feel ease to stay in that event.

For the Green Procurement Talk that I need to handle, my superior directed me to choose the venue for the talk. As I had been given the responsibility, I made a phone call to Mr Rahman who hold the responsibility in managing the booking for rooms and halls in *Kompleks Jabatan Perdana Menteri*. I booked a room which is called *Bilik Serbaguna 3* at level 3, Block B1 *Kompleks Jabatan Perdana Menteri*. The venue can accommodate for 100 people. As for this talk, there are only 30 participants that will be involve. So it would be comfortable enough to held this talk.

3.2.1.3 Organizing committee and event manager

An event would not be complete without an organizing committee and the most important person that lead the committee, an event manager. All event should have an event manager that control the whole project, from planning at the start to running the event on the day and also the termination of event. Event manager is the person who lead the event and hold the responsibility in making the event toward the success. An event manager should clearly explain to the committee about the objectives of the event so that everyone knows what to achieve. Event manager should organize its committee and make everybody involved and carry out tasks given.

On the other hand, an event committee which involves several group of people in carrying out tasks and responsibility in implementing the event. An event manager should crucially build a Work Breakdown Structure (WBS) and also Gantt Chart to systematically manage the event. It is useful as everyone should have a clearly defines roles. WBS will illustrate the responsible person for

a specific task, so it will be easy for both event manager and committee to refer to it.

As for the organizing committee and event manager for the Green Procurement Talk, the organizing Committee involve several staffs from *Unit Aset, Stor dan Perolehan* and the event manager for this event is Puan Husnani Shamsuddin. She was responsible in making major decisions for the event such as approval for proposal plan, budget, venue and choosing the guest speaker who on that day. As a committee member, I need to understand what I have to do before the event, during the event and after the event.

3.2.1.4 Finance and budget

As usual, budget become the most crucial things that need to settle down. Financial planning is an important aspect in the event management process. Although the event is a small event, it is important to know how much to spent and how much had been spent. The purpose is to have a cost effective and avoid wastage in implementing an event. According to Shone and Parry (2004), good financial control is important to the success of the event even it is not intended to be profit-making. Every event need a budget to support its event even it is in a small amount. It can support the progress of the event. For example, budget allocation for refreshments, venue fees, tools and equipment and so on.

For the Green Procurement Talk, the budget is already allocated by the financial department of MAMPU. Therefore, our committee just need to request the budget according to the budget allocated for per person involved in the talk

by the financial department. In this event, the budget is required for breakfast and lunch session only. So, the budget proposal prepared by me and approved by Puan Husnani before I send it to financial department for approval.

3.2.2 During the event

This is a part of stage in event management life cycle whereby the event manager must also consider in the event management. The event manager must ensure everything is going on based on the planning and keep the track so that it can achieve the objectives of the event and ensure that organizing committee is responsible to their roles. In this stages, it consists of event implementation, delegation of task and meetings and also risk management in this event.

3.2.2.1 Event implementation

It is whereby the event that had been planned before are running on that day. For all the efforts that goes into planning, running it on the day can still be a challenge for event manager and also the committee. Event management has to be effective and event managers must be a good communicators and good delegators in this phase as the situations might be constantly changing (Shone & Parry, 2004).

For the Green Procurement talk which is organized by *Unit Aset, Stor dan Perolehan* was held on 15th Mac 2016. It is only a small event that was held in less than one day. The guest speakers on that day are from Ministry of Energy, Green Technology and Water (keTTHA) and also from Malaysian Green

Technology Corporation. The participants of the talk are from various units and sections in MAMPU. On that day, everyone was doing their task according to the Work-Breakdown Structure.

There are several session of talk from the guest speakers. As for the day, I had been given responsibility to be the emcee for the talk. I also had to manage the timing of each running session so that the event would not be delayed, over timing and other consequences. I also need to ensure that our guest speaker on that day are at the room before the event can start. I managed to control the event well through the day.

3.2.2.2 Delegation of task and meetings

It is important to ensure the delegation of task for the event is clearly understand by the committee to make sure they perform well on that day. In the running event, an event manager could not handle the event himself. Briefing to the committee about their roles and tasks is important although it had been done many time before. The committee must be allocated to their specific roles and locations. Delegation of task is important so that the committee member can perform their task well and able to solve and handle their own tasks.

In the Green Procurement talk, the event manager conducted briefing to the committee members before the event start. Everyone should clearly know their roles and perform their roles at right time and at the right location. In case of any unexpected things occurred, the committee directly informed to the event manager for any decision.

3.2.2.3 Risk management

Another important feature in the event management is risk management. According to Van Der Wagen (2005), risk management is the process of identifying such risks, assessing these risks and managing these risk. Risk in event management is broad, it is not only in safety and security but also can involve cash flow crisis, a staff strike, poor publicity and also bad weather. Event manager need to identify all the possibility of risk that may occur on the day of the event. Risk assessment is a way of attempting to identify potential risks and taking steps to reduce or mitigate them. In addition to that, Tarlow (2002) also pointed out it is the starting point in producing contingency plans and emergency procedures. Risk management is important so that if any occurrence happens during the event, it can be handled wisely by the event manager and also the committee.

As for the risk management of the Green Procurement Talk, the event manager as well as the organizing committee need to identify the possible risks that may occur on the day of event is running. In this case, there might be a little participation in this event. So, in order to avoid that possible risk from occurring on the day, the committee members have make an individual confirmation for attendance of the program. By doing that, our committee will not too worry about the number of participations since it held during office hour.

3.2.3 Event termination

Event termination is the last process in the event management life cycle. It involves several elements in closing down the event which involve some administrative including the completion of accounts, payment of final bills to contractors and also the final payments to the staffs as well as bringing up the date of staff record for future reference. (Shone & Parry, 2004).

3.2.3.1 Evaluation and feedback

In any implementation of event, there must be an event evaluation at the end of the event to evaluate the effectiveness and the efficiency of the event. It gives a lot of benefits to both organizer and participant. It allows those who involved to learn from the experience and improve operations. (Van Der Wagen, 2005). On the other hand, Bowdin et. Al (2001) stated that the evaluation should consider all kind of information available by not only considering on the visitor's perception to the event but also includes all point of views from the organizer.

So, for the Green Procurement Talk that was held at MAMPU, the evaluation was being done after the talk program had finished. During the event, I had distributed the evaluation form in order to evaluate the effectiveness of the event, as well as its efficiency. After the program has finished, I collected all the evaluation form from the participants. The day after that, event manager had come out with a post-morterm meeting with the organizing committee. It purposes is to discover any issues that need to be evaluate. The issues that had been evaluate is the performing of task and roles during the event and also the

satisfaction of participant that can be evaluated from the evaluation form that was called *Borang Penilaian Keberkesanan Kursus.*

3.2.3.2 Preparation of report

As usual, besides the evaluation of event, the organizing committee must prepare a document that contains of the information regarding to the event which includes the attendance of guest speakers and also participations, the organizing committee structure must be included and also the pictures taken during the event as a prove that the event was organized.

For the Green Procurement Talk, the written report be prepared by the secretary of the event by referring to the format that had been directed by Human Resource department. The report must be sent to human resources department at least two weeks after the program implemented.

CHAPTER 4

RECOMMENDATIONS

4.0 Introduction

In this chapter, Section 4.1 will describe the analysis of strengths and weaknesses of MAMPU during my practical training in MAMPU. Apart from that, Section 4.2 will be the recommendations that had been come out from the analysis of weaknesses. It can be used by MAMPU to improve their organization to become more efficient and effective as it plays an important role as a central agency for our government's administrative.

4.1 Strengths and Weaknesses Analysis

In this subtopic, it will explain the strengths and weaknesses analysis of MAMPU that can be identified during my practical training. It will be an analysis which is used to identify the area that organization strong for and also what is lacking in the organization. I managed to identify several organization capabilities based on my working experience for about eight weeks in MAMPU.

4.1.1 Strengths

4.1.1.1 Have an effective system

Firstly, I have identified that MAMPU has several effective and latest systems which are being used by all divisions in MAMPU. One of them is Digital Document Management System (DDMS). DDMS is a system in which it is being used for the matter regarding to all formal letters in MAMPU. There is one unit which is responsible to manage the DDMS and promote the uses of DDMS. Since MAMPU is a central agency to transform and modernize the administration and management of public agencies in our country, it is important for them to always come out with the latest system and technology. This is the strength of MAMPU that I think it can change and transform the daily work to be more efficient and effective.

4.1.1.2 Develop some secretarial skills

On the other hand, in my practical training, I have been exposed to some administrative task such as recording, typing, arrange and sorting documents, making phone call and other tasks. While doing this tasks, I had been guide by the staffs who is voluntarily help me in completing the task. By doing this task, I can develop my secretarial skill in which it is important it the real working situations later on. From my experienced and observation while doing this task, MAMPU has a systematic administrative skills and all the officers and superiors are so capable in the administrative skills such as regarding to decision making in terms of procurement for asset in MAMPU. As they have a skill in this field, they able to teach me on how to be good in administration matters. As the

administrative section is responsible for manage all aspects and areas in MAMPU such as for vehicles, they must be skillful in handling the matters that may rise up. For example, the break-down of vehicles that are in use.

4.1.1.3 Have a good working environment

In MAMPU, it has its own strength whereby MAMPU has a very good working environment. It is whereby all the facilities and equipment needed by the employees are provided by the management. For example, it has enough ICT equipment, office equipment, vehicles, a comfortable work station and also other facilities such as gym to exercise. Since all the facilities and equipment are sufficient enough, the employees are able to working comfortably and feel motivate to work. Therefore, it creates a good working environment as they have less complaints and can work happily. As for the staffs in administration section, they have been so friendly with me and I able to work with them and can ask anytime if have difficulties in completing task given by my supervisor. I able to communicate without ambiguous as they are so friendly and very cooperative.

4.1.2 Weaknesses

4.1.2.1 Lack of staffs in a certain sub-unit

In terms of weaknesses, MAMPU also has its own weaknesses since it will always occur in working environment. So, from my observation while being a practical student at MAMPU for about eight weeks, it can be identified that there is weaknesses in terms of lack of staffs in a certain sub-unit. For example, in *Unit Aset dan Stor*, I think that the staffs allocated for the unit which is unit of asset specifically, are insufficient to bear with the job descriptions. It is because the job requires the many staffs in order to complete the task. In this unit, only two staffs allocated that is responsible for the assets in MAMPU and both of them are female staffs. For example, check the number of assets in the building and they need to check one by one to ensure that assets in the good conditions and check whether the code of asset are existed in the system *'Sistem Pemantauan Pengurusan Aset'* (SPPA). In my opinion, it will be difficult for them to complete their task without more help from other staffs and it would take time for them to manage all in short period of time.

4.1.2.2 High level of red-tape procedure

Government agencies is known well in applying bureaucracy system in the governing system. It is the same for MAMPU, it also practiced a bureaucracy system whereby the decision must be made by the head of section or division and probably need to decide by the top management which is director. When there is a high level of red-tape procedure, it will make the delay the progress of work and task whereby in bureaucracy, it is required the high position officers to

make decision and approve the work. If the responsible officers are not in office due to leave, meeting or outstation, the staffs cannot proceed the work before have the approval from the officer. For example, in the procurement matter which is in terms of approval for local order. If the officer is not in office, the staff need to hold the local order that need to be send to financial department and by that the procurement process will be delayed. It will become the weaknesses for MAMPU as it is a central agency, everything need to be done quickly and faster yet efficient and effective.

4.1.2.3 Lack of efficient staff

From what I had been experiences, I identified that the administration section itself lack of efficient staff in certain unit. This is because of too many job rotation and reallocation been made in the months. Besides, there are a few staff who transfer to another agency and other new staff had been assigned to the section. Therefore, the staff cannot catch up with their job in a short period of time and need to hold other responsibility or have a changes in job description. Thus, it resulted in inefficient staff because staff need time to adapt to the changes and learn the new responsibility. The work will be slower as they newly adapt to the job. In MAMPU, before the job rotation had been made, there is a few male staff in unit of asset but as the job rotation been made, there is no male staff in the unit of asset whereby all the job is hold by female. So, as they are new to the job, they will take time to learn and it will delay the process of work and therefore it will lead to inefficient staff in MAMPU.

4.2   Recommendations

From the strengths and weaknesses analysis, there are a few recommendations that can be recommend to the organization in which perhaps it can improve the way of administrative to become more effective and efficient. From the weaknesses that had been identified, I had come out with some suggestions to MAMPU whereby the weaknesses still can be transform and can be improve by the administrative and management. These recommendations are specifically for administration section since I go through the eight weeks practical training period in this section.

4.2.1 Improve and revise the allocation of staffs

Firstly, I can recommend that the section need to improve and revise the allocation of staffs. For the unit and sub-unit that need more staffs because of a lot of tasks and responsibilities in those unit should be carried out by more staffs in order to make it more efficient. In contrast, if the unit does not need many staff but there is many staff in the unit, it also will lead to inefficiency among the staffs. As I had been mentioned in the weaknesses, only two staffs in the unit of assets in which the unit need to bear a lot of tasks and responsibilities. In my opinion, if more staffs being allocated to the unit, it will be more effective since they can save a lot of time and the task can be done in a short period of time. The head of section need to revise it back and observe whether the allocation of staffs in certain unit is sufficient enough and ensure the effectiveness and efficiency of work.

4.2.2 Flexibility in decision making

On the other hand, I can suggest that the organization's management practiced a flexibility in decision making. It will help the organization to reduce a workload of the upper level of management. If the organization have a flexibility in decision making, it will make the progress of task and work become more efficient and can be complete earlier. By having decentralization in decision making, it will give advantage to both officers and staffs. The staffs can proceed their work without have to wait for the approval from officer and the officer who is the decision maker can focus on other task that is more important. The staffs who run the work will know better what is the best decision for them to make as that is their daily routine for work and if any ambiguous arise, they can ask for their superior.

4.2.3 Provide training to staffs

The last recommendation that I can recommend to the organization is provide more training to staffs. In the weaknesses, I mentioned that there is too many job rotation and reallocation been made. As staffs keep changing their job description, they will be inefficient in doing tasks and the task will be done in a long period of time. Therefore, I suggest that the management should provide training to the staffs for them to know and learn well the description of tasks in their section so that if there is a job rotation, they already know what they are going to do. By that, it will save time and improve the effectiveness and efficiency of work.

CHAPTER 5

CONCLUSIONS

5.0 Introduction

For this chapter, it will conclude each of chapters that I had been explained previously. Section 5.1 will be the summary of Chapter 1 and Section 5.2 describes about summary of Chapter 2. On the other hand, Section 5.3 tell us about summary of Chapter 3 and Section 5.4 is about summary of Chapter 4. For the last section which is Section 5.5 is the Report summary for this whole practical training report.

5.1 Summary of Chapter 1

In chapter 1, I had been introduced the organization background in this chapter. I had briefly explained about the organizational background which is regarding to history and background of Malaysian Modernization and Planning Unit (MAMPU). I had identified and acknowledged the vision, mission, logo of MAMPU and its organizational structure. In this chapter, I also able to state the client charter of MAMPU which consist of 19 elements. Besides, there is also roles of MAMPU which had been stated in this chapter whereby it describes the roles and functions of MAMPU. While completing this chapter, I able to know and understand the background of MAMPU which is for me it improves my knowledge.

5.2   Summary of Chapter 2

In chapter 2, I had briefly explained about the daily activities and tasks that had been done by me during my practical training in MAMPU for about two weeks. The description of job and tasks executed throughout training are well explained. During my practical training in MAMPU, all the tasks that had been assigned, I record it in daily log book given to the students and I explained it by week in this chapter. The task given by supervisor is based on my course of study. By that, I able to understand, deal in the real working environment and applied all the theories that had been learned in class in the working situation in MAMPU especially in Administration Section which I had been placed for the training. Apart from that, the experience that I had go through is valuable and I can use what I had learned during practical training period for the working environment in the future.

5.3   Summary of chapter 3

In Chapter 3, I briefly discuss about the theories that I had been learned in class and the application of theories in MAMPU. There are various related concepts and theories that had been applied to the workplace whereby it helps me to understand more about the concept when applying it. In this chapter, I can relate the theory of event management whereby I had learned the subject in past semester which is Project Management with the event that I need to organize in MAMPU which is Green Procurement Talk. As MAMPU is known as a

transformation agency, it is good to organize such event whereby it gives a lot of benefits to the government. So, in this chapter, I relate between the theory and the event that I need to organize during my practical training.

5.4   Summary of Chapter 4

The main highlight in this chapter is about the recommendations to improve and overcome the weaknesses. Besides the recommendations, there are an analysis of the strengths and weaknesses of the organization. It explains about the positive and negative elements in the organizations. I had come out with several recommendations by referring to the weaknesses that I had identified in MAMPU during my practical training. Therefore, the recommendations that had been explained perhaps can help the organization to become more effective and efficient and it can be taken by the organizational to provide better work processes and services in the future.

5.5   Report summary

As a conclusion, I gain a lot of knowledges and experiences during my practical training period in Malaysian Modernization and Planning Unit (MAMPU) Putrajaya. The practical training period which started from 20th January 2016 until 16th March 2016 make me more understand and adapt to real working situation. The theories that I had been learned in class can be applied in workplace and it can be seen by me which make me more understand well. I also had been given opportunity to organize and handle a project though it is only a small project. I experienced for being the emcee for the project and it make me become more confident to speak in front of people. From the practical training, some positive elements had come out that turn out me to become more knowledgeable, be convinced and capable in work.

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APPENDIX A

APPENDIX B

LIFE CYCLE COST ANALYSIS
(Kos Kitaran Hayat)

· Jumlah kos yang dianggarkan bagi sesuatu aset pada keseluruhan fasa kitaran hayatnya merangkumi kos pemerolehan dan kos pemilikan.

Life Cycle Costing (LCC)
= Acquisition Cost + Sustaining Cost

OBJEKTIF

· Mengetahui kos-kos yang terlibat sepanjang penggunaan dan jangka hayat aset.

· Dapat mengurangkan dan meminimumkan perbelanjaan kerajaan.

· Mengenal pasti kaedah terbaik yang dapat dilaksanakan untuk perolehan sesebuah aset.

ASET ALIH

· Aset Alih bermaksud aset atau peralatan yang boleh dipindahkan atau dialihkan dari satu tempat ke tempat lain secara mudah termasuk aset yang dibekalkan bersekali dengan penyediaan bangunan atau infrastruktur lain.

KATEGORI ASET ALIH
- PERALATAN ICT
- PERABOT
- KENDERAAN

PERALATAN ICT
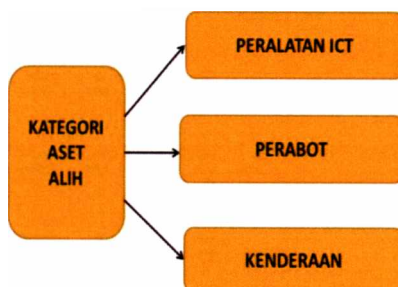
BIL	JENIS ASET	JANGKA HAYAT			NILAI		KOS BAIK PULIH SETAHUN (RM)
		Minimum	Optimum	Lupus	Kos Belian Asal (RM)	Susut Nilai Setahun (10%)	
1	Laptop	5 Tahun	7 Tahun	Akhir tahun ke 7	RM 4,500	RM 335.81	RM 450
2	Desktop	5 Tahun	7 Tahun	Akhir tahun ke 7	RM 3,500	RM 260.85	RM 350
3	Printer (Inkjet)	3 Tahun	5 Tahun	Akhir tahun ke 5	RM 1,500	RM 111.80	RM 150
4	Printer (Laserjet)	5 Tahun	7 Tahun	Akhir tahun ke 7	RM 12,000	RM 894.34	RM 800
5	Server	5 tahun	8 tahun	-	RM 34,900	RM 2484.60	RM 5,232

PERABOT

BIL	JENIS ASET	JANGKA HAYAT			NILAI		KOS BAIK PULIH PER KEROSAKAN (RM)
		Minimum	Optimum	Lupus	Kos Belian Asal (RM)	Susut Nilai Setahun (10%)	
1	Meja	5 Tahun	7 Tahun	Akhir tahun ke 7	RM 400	RM29.81	RM 200
2	Kerusi	5 Tahun	7 Tahun	Akhir tahun ke 7	RM 300	RM 22.40	RM 150

KENDERAAN

BIL	JENIS ASET	JANGKA HAYAT			NILAI		KOS SELENGGARA SETAHUN (RM)	KOS BAHAN API (RM)
		Minimum	Optimum	Lupus	Kos Belian Asal (RM)	Susut Nilai Setahun (2%)		
1	TOYOTA ESTIMA	10 tahun	20 tahun	Akhir tahun 20	Terima dari Kastam	-	-	RM 7,200
2	NISSAN SERENA	10 tahun	20 tahun	Akhir tahun 20	RM 98,579.47	RM 3,162	RM 12,000	RM 7,200
3	NISSAN MURANO	10 tahun	20 tahun	Akhir tahun 20	Terima dari Kastam	-	-	RM 7,200
4	ISUZU TROOPER	10 tahun	20 tahun	Akhir tahun 20	RM125,000	RM 2,507.90	RM 12,000	RM 7,200
5	BUS SCANIA	10 tahun	20 tahun	Akhir tahun ke-20	RM 506,703.68	RM 16,252.90	RM 20,000	RM 10,000
6	LORI HICOM	10 tahun	20 tahun	Akhir tahun ke-20	RM 76,260.67	RM 2,446.09	RM 5,000	RM 7,200
7	COASTER NISSAN	10 tahun	20 tahun	Akhir tahun ke-20	RM206,000	RM 6,607.60	RM 17,000	RM 8,000
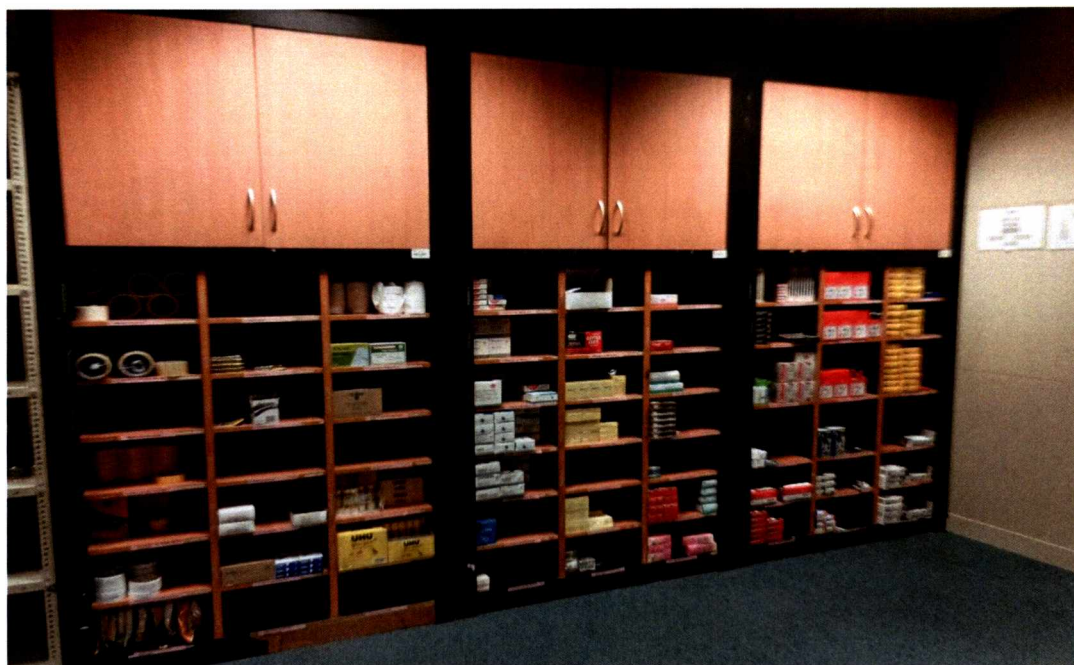
APPENDIX D

APPENDIX E

APPENDIX F

APPENDIX G

APPENDIX H

UNIT PEMODENAN TADBIRAN DAN PERANCANGAN PENGURUSAN MALAYSIA

TAKLIMAT PEROLEHAN HIJAU

(*GREEN PROCUREMENT*)

BAHAGIAN KHIDMAT PENGURUSAN

KERTAS CADANGAN

KERTAS CADANGAN UNTUK MENGADAKAN

TAKLIMAT PEROLEHAN HIJAU (*GREEN PROCUREMENT*)

PADA 15 MAC 2016 BERTEMPAT DI BILIK SEMINAR 3, ARAS 3 BLOK B1 KOMPLEKS JABATAN PERDANA MENTERI

I.   TUJUAN

Kertas ini bertujuan mendapatkan pertimbangan dan kelulusan Pengarah Bahagian Khidmat Pengurusan (BKP) MAMPU dengan cadangan:

(a)   pelaksanaan **Taklimat Perolehan Hijau (*Green Procurement*)** yang akan diadakan pada **15 Mac 2016** bertempat di **Bilik Seminar 3, Aras 3 Blok B1, Kompleks Jabatan Perdana Menteri** dan

(b)   peruntukan sebanyak **RM870.00** digunakan daripada **peruntukan latihan Bahagian Khidmat Pengurusan, MAMPU**.

II.   LATAR BELAKANG PROGRAM

2.   *Green Procurement* merujuk kepada perolehan Kerajaan yang mengambil kira kriteria alam sekitar untuk memulihara dan meminimumkan kesan kepada alam sekitar akibat perbuatan negatif manusia.

3.   Ia melibatkan perolehan bekalan, perkhidmatan dan kerja yang dapat mengurangkan pencemaran kepada alam sekitar seperti peralatan elektrik cekap tenaga, kertas kitar semula, perabot pejabat yang diperbuat daripada bahan yang dihasilkan secara lestari, perkhidmatan penyelenggaraan mesra alam dan perhidmatan rekaan dan pembinaan bangunan hijau atau rendah karbon.

4.   Sehubungan dengan itu, taklimat *Green Procurement* ini diadakan bertujuan untuk memberi kefahaman lebih lanjut serta meningkatkan pengetahuan di kalangan warga MAMPU, terutamanya pegawai yang menguruskan perolehan Kerajaan, mengenai maklumat asas dan justifikasi berkaitan perolehan hijau.

III. OBJEKTIF TAKLIMAT

5.   Objektif taklimat ini adalah seperti yang berikut:

  (a)   Memberi kefahaman lebih lanjut kepada warga MAMPU mengenai *Green Procurement*;
  (b)   Mengetahui kepentingan dan kebaikan *Green Procurement* terhadap perolehan kerajaan; dan
  (c)   Menguruskan perolehan hijau kerajaan secara cekap dan efisien.

IV. TARIKH DAN TEMPAT

6.   Cadangan tarikh dan tempat program adalah seperti berikut:

  Tarikh **: 15 Mac 2016**
  Tempat **: Bilik Seminar 3, Aras 3 Blok B1 Jabatan Perdana Menteri**

V.   ATUR CARA PROGRAM

7.   Cadangan atur cara taklimat ini adalah seperti di **Lampiran A** .

VI. PESERTA

8.   Taklimat *Green Procurement* ini akan melibatkan 30 orang warga MAMPU terdiri daripada pelbagai gred. Senarai peserta seperti di **Lampiran B.**

VII. PENCERAMAH

9.   Penceramah merupakan pegawai yang dijemput dari Kementerian Tenaga, Teknologi Hijau dan Air (keTTHA) untuk memberi taklimat mengenai *Green Procurement*.

VIII. ANGGARAN PERBELANJAAN

10.   Anggaran perbelanjaan keseluruhan yang terlibat bagi menganjurkan Taklimat *Green Procurement* ini adalah sebanyak **RM870.00** yang meliputi perbelanjaan makan dan minum peserta taklimat dan bayaran penceramah. Ringkasan anggaran perbelanjaan adalah seperti di **Lampiran C**.

IX.   PENUTUP

11.   Pengarah BKP MAMPU adalah dimohon menimbang dan bersetuju dengan cadangan:

(a)   pelaksanaan **Taklimat Perolehan Hijau (*Green Procurement*)** yang akan diadakan pada **15 Mac 2016** bertempat di **Bilik Seminar 3, Aras 3 Blok B1, Kompleks Jabatan Perdana Menteri** dan

(b)   peruntukan sebanyak **RM870.00** digunakan daripada **peruntukan latihan Bahagian Khidmat Pengurusan, MAMPU**.

Bahagian Khidmat Pengurusan

Unit Pemodenan Tadbiran dan

Perancangan Pengurusan Malaysia (MAMPU)

Jabatan Perdana Menteri

Mac 2016

APPENDIX I

APPENDIX J