

FACULTY OF PHARMACY, UiTM PROMOTING AWARENESS AND PRACTICE OF CONFIDENTIALITY IN THE MANAGEMENT AND CONDUCT OF MEETINGS

The Faculty of Pharmacy, Universiti Teknologi MARA (UiTM), Puncak Alam, held a "Briefing on Confidentiality in Management and Conduct of Meetings" via an online platform (Microsoft Teams) on June 13, 2023. Puan Hajah Noriah Mohamed Ali, Chief Deputy Registrar, Governance and Secretariat Division of the University's Registrar's Office, UiTM, conducted the briefing. The purpose of the briefing was to facilitate comprehension and knowledge acquisition regarding preserving confidentiality during meetings, fostering a sense of accountability, and comprehending the procedures involved in managing the process with integrity and transparency.

It is hoped that this initiative will enable faculty members to enrich their knowledge and skills in alignment with the guidelines outlined in Public Administration Development Circular No. 2: 1991: Guide to Meeting Management and Managing of Government Committees; Administrative Directives of the Director General of MAMPU No. 6 Year 2014: Guide to Meeting Management and Writing of Meeting Minutes; and Guidelines on Meeting Management and Writing of Minutes of UiTM 1st Edition 2018.

Organisations rely on meetings to facilitate effective communication and collaboration. Depending on the needs of the organisation, these meetings may take place face-to-face, online, or in a hybrid format. Prior to the start of a meeting, both the chairman and the members must disclose any potential conflicts of interest in order to protect the confidentiality of the information discussed. This declaration includes an acknowledgment of the duty of confidentiality, in which the parties involved agree not to disclose any University information that is prohibited from publication under Act 173. The Declaration of Interest serves as an essential means for UiTM staff to uphold integrity, promote positive, responsible, and trustworthy work practices, and foster a harmonious working environment that encourages high productivity, excellence, and cooperation. This declaration also ensures the regularity of UiTM's decision-making process during relevant meetings while avoiding any direct or indirect elements of influence, abuse of power, or malpractice. Furthermore, officers are required to declare an interest when a conflict arises between their duty and personal interests.

Faculty members are responsible for ensuring the security and preservation of official documents and information. They are prohibited from divulging official secrets on any online platform, including social media. In addition, officers must refrain from disclosing confidential information, maintain confidentiality and awareness during meetings, and safeguard confidential documents against unauthorised access. With this briefing, it is anticipated that all faculty members will understand the significance of maintaining confidentiality when managing and conducting meetings.

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