

Master List / Matrix / Table

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7 February 2024

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Process	Internal	External
Management of High Aptitude Meeting and Discourse (HAMeED)	<u>Negative</u> 1. The HAMeED program does not meets its objective. 2. The invited speaker rejected the invitation without informing the Secretariat due to other work commitments. 3. Rapporteurs/moderator turned down the appointment last minute and no replacement identified due to other work commitments. 4. Ad hoc topics requested for HAMeED due to management's directive. 5. Report produced by the rapporteurs is not accordance to the standard required. 6. Lack of training on report writing to appointed rapporteurs. 7. Incomplete information on the sources of topics selected from IS Division. 8. The Topic Selection Form is not accompanied with the relevant sourcers of information. 9. Lack of awareness of the responsible officer in IS Division.	<u>Negative</u> 1. Hotel cannot accommodate the program due to fully book. 2. Less participation from other departments. 3. Speaker is not well prepared.
	<u>Positive</u>	<u>Positive</u>

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	1. Staff gaining knowledge in new issues / topics presented.	1. Final Report extended to relevant authorities.
Management of Publication	<u>Negative</u> 1. The publication process is not managed systematically. 2. The topics proposed are not within the pre-determined scope. 3. Ad hoc topics requested by the management for publication. 4. The progress of the publication is not being monitored by the Responsible Officer. 5. Unawareness of RO on his/her responsibility to monitor the progress of the publication. 6. Lack of knowledge of RO in handling the Publication Process. 7. RPC members are not available for discussion and meetings. 8. RPC members have other commitments. 9. RPC discussions are only conducted depending on their availability 10. No proper storage for the publication. 11. LKC Division is not given a proper storage for keeping publications. 12. Lack of forum to discuss and resolve issues pertaining to the publication.	<u>Negative</u> 1. Consultants / writers does not abide to the clauses in accordance to the MoA signed. 2. Expensive cost of publication charged by the Consultants / writers.

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	<u>Positive</u> 1. Increase Pustaka's publication/collections. 2. Increase knowledge of staff handling the publications processes (LKC).	<u>Positive</u> 1. Good cooperation with collaborators and consultants / writers.

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