

Guidelines for the Management of High Aptitude Meeting and Discourse (HAMeeD)

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Objectives	:	1. To expand and widen the reach of Pustaka's information literacy programs and initiatives. 2. To keep the top decision makers and industry players abreast with current and pertinent issues affect every corner of the societies in Sarawak.
Target Participant	:	1. Relevant Government Department (Head of government department, agencies, and government-linked companies). 2. Top management & officers of Pustaka Negeri Sarawak.
Process		
A. Identification of Topic, Speakers, Rapporteurs and Moderator.	:	1. Learning and Knowledge Creation shall notify Information Services Division in Kuching, Miri and Sibu for topics by email. 2. Information Services Division will do media screening or content analysis of current local/international issues to identify current issues. 3. IS Division to complete and return Topic Selection Form and return to LKC within 14 working days.
B. Selection of Topic	:	1. Secretariat receives current topics or issues including detailed information and reference(s) on the topic from Information Services Division for selection and confirmation in Sector Head Meeting. 2. Sector Head Meeting will also consider topics/current issues proposed by the Management teams. 3. The topic will be registered in the Masterlist Log for HAMEed Program.
C. Selection and Invitation of Speaker	:	1. Upon receiving topics from the Sector Head Meeting shall select the topic, speakers, rapporteurs, and moderator. 2. Secretariat will invite the selected speakers or experts by issuing formal letters through email and furnish them with detailed information on the topic to be discussed. 3. If the selected speaker rejects the invitation due to other commitments, then the next selected speakers will be invited.

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D. Appointment of Speakers, Rapporteurs and Moderator.	: 1. Secretariat will prepare Appointment Letter for rapporteurs and moderator and send them together with the information on the topic to be presented. Notes: a. Every HAMeED session is to have 2 rapporteurs and 1 moderator. (Category A officer – 41 and above). 2. If the appointed Speakers/Rapporteurs /Moderator reject the invitation due to other commitments, Speakers/ Rapporteurs /Moderator needs to inform and propose replacement to the secretariat by email. 3. Appointment of rapporteurs and moderator. 4. Duties of Speakers, Rapporteurs and Moderator. Notes: a. Each Speaker will prepare slides presentation or notes in advance to be given to the rapporteurs before the session begins. b. The Moderator will facilitate or moderate the session while the rapporteurs record down the views and comments of the experts. c. After the session, the Rapporteurs will transcribe the recorded sessions into notes format including amendments and hand it over to the Secretariat within fourteen (14) days.
E. Implementation of HAMeED Session	<u>Frequency</u> 1. 3 sessions will be arranged in a year, either physically or online. <u>Speakers & Duration</u> 1. Numbers of speakers per session: 3-4 speakers. Each speaker talks/presents for 30 - 40 minutes. 2. Duration of session: 3 – 4 hours per session. <u>Invitation of Participant</u> 1. Target participant – maximum 50 participants or less per session. 2. Participants includes Relevant Government Department (Head of government department, agencies and government-linked companies); Top management & officers of Pustaka Negeri Sarawak.

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		<u>Venue</u> 1. Venue will be arranged if the program held physically (eg. in-house, local hotel or regional branches in Miri and Sibu); 2. If the program held online, the Secretariat would collaborate with INFRA Division to prepare Zoom Link and ICT technical equipment. <u>Financial Procedure in Jawatankuasa Perolehan Terus (JPT) Meeting</u> 1. Secretariat to fill in the Borang Permohonan Perolehan Terus (Common Items) JPT Form, prepare slide presentation and Minit Rundingan Harga.
F. Invitation of participant (case by case basis):	:	a. For physical session: Participants includes Relevant Government Department (Head of government department, agencies and government-linked companies) will be invited by letters; Top management & officers of Pustaka Negeri Sarawak will be invited by official email. b. For online session: Participant includes Relevant Government Department (Head of government department, agencies and government-linked companies) will be invited by letters; Top management & officers of Pustaka Negeri Sarawak will be invited by official email.
G. Registration of participant:	:	a. Physical registration via QR Code will be provided at the registration counter. b. Online registration via QR Code will be provided for online session. Notes: Participants are required to fill in their details in the Link or QR Code provided during the online session for record and submission to E-Certificate later after the program.
H. Honorarium Payment	:	a. Each speaker will be paid RM200.00 per session. b. Each moderator will be paid RM100.00 per session. c. Each rapporteur will be paid RM100.00 per session upon completion and submission of the notes.

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I. Generation and Distribution of reports:	:	1. The rapporteur shall prepare the report within 20 working days after the program. 2. The final report will be submitted to the speakers for comments and amendment if any. The report will be resubmitted to CEO for his information before distribution to relevant government authorities related to the topic.
J. E-Certificate	:	E-Certificate will be processed and email to inform Quality Unit for further action. E-Certificate will be emailed to participant and speakers.
K. Updating of Masterlist Log	:	Updating of Masterlist Log in Microsoft Teams by secretariat.
L. Control of Documented Information	:	1. HAMEeD (High Aptitude Meeting and Discourse) file shall be categorized as open and can be accessed by LKC staff. 2. HAMEeD (High Aptitude Meeting and Discourse) file shall be kept for a minimum of 5 years.
Calendar	:	3 session per year

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