



SARAWAK ECONOMIC DEVELOPMENT CORPORATION

QUALITY PROCEDURE

PREPARATION OF PROJECT & PROGRAMME
PROPOSAL UNDER THE MALAYSIA PLAN

DOCUMENT NO: QP-SEDC-01

CONTROLLED COPY

	PREPARED BY:	APPROVED BY:
SIGNATURE		
NAME	Hajah Rakayah Hamdan	Haji Abdul Hadi Datuk Haji Abdul Kadir
DESIGNATION	Director, Corporate Finance Division	General Manager, SEDC
DATE	7 August 2021	7 August 2021

ISSUED TO	IQD		
REVISION NO.	4	DATE	7 August 2021



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1. OBJECTIVE

This procedure is to provide guidelines in the preparation of SEDC's project and programme proposals under the Malaysia Plan.

2. SCOPE

This procedure is applicable during the application for approval of SEDC's project and programme proposals under the Malaysia Plan.

3. DEFINITION

- a) Malaysia Plan (MP) - Government planning for development of project and programme for public sector for a period of 5 years.
- b) Chairman's Committee Meeting (CCM) - The highest management committee in SEDC established under Regulation 10B of SEDC Financial & Accounting Procedure Regulations 1980. This committee is chaired by the Chairman and its other members consist of GM, DGM and Director of Corporate Finance Division.
- c) Management Executive Committee (MEC) - Committee established under Regulation 10 of SEDC Financial & Accounting Procedure Regulations 1980. This committee is chaired by General Manager and members consists of all the Divisional Directors.

4. ABBREVIATION

- GM - General Manager
- DIR(CFD) - Director, Corporate Finance Division
- DIR(ID) - Director, Initiating Division
- FM(ID) - Finance Manager, Initiating Division
- CCM - Chairman's Committee
- MEC - Management Executive Committee (MEC)
- PTY - Property Division
- ECD - Entrepreneur & Community Development Division
- EPUS - Economic Planning Unit Sarawak
- EPU - Economic Planning Unit
- Ministries - The various Ministries at Federal and State levels whom SEDC reports to / works with
- MP - Malaysia Plan

5. QUALITY RECORD

ATTACHMENT	TYPE	RETENTION	LOCATION
-	Project / Programme Proposal	7 Years	CFD
-	Malaysia Plan Mid-Term Review	7 Years	CFD
-	Circulars from State & Federal Government	7 Years	CFD
-	List of Projects Approved by SPU	7 Years	CFD
-	CCM Minutes of Meeting	7 Years	LAD

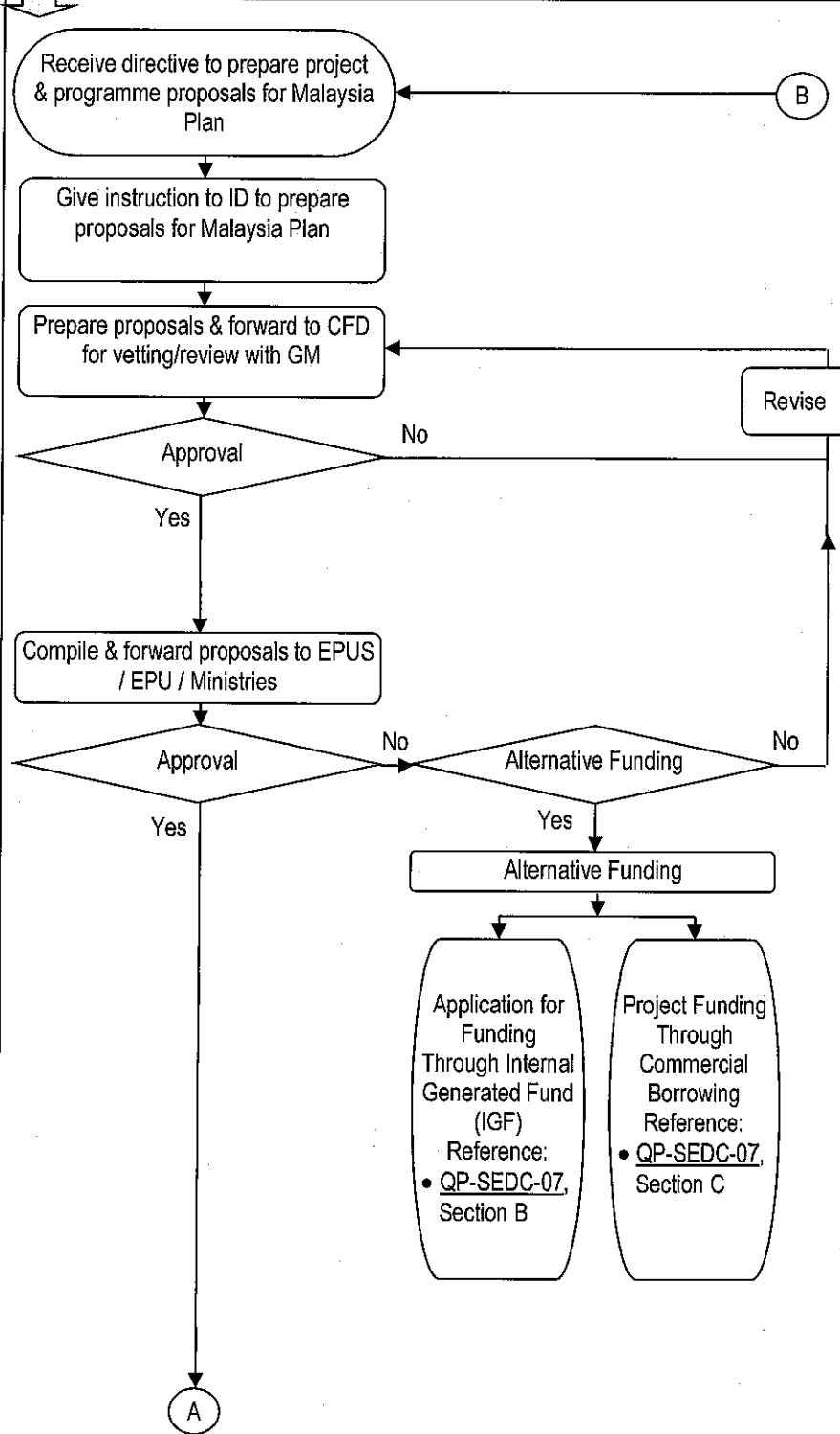


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INPUT

- Directive to prepare project & programme proposals for Malaysia Plan

PROCESS



Responsibility	Quality Record
DIR(CFD)	Circular from State & Federal Government
DIR(CFD)	
DIR(ID)	Project / Programme Proposal
GM/DIR CFD/DIR IT	
DIR(CFD)	Project / Programme Proposal
EPUS / EPU / Ministries	
DIR(ID)	
DIR(ID)	

OUTPUT

- PROCESS OUTPUT:**
- SEDC Programme & Project Proposal under Malaysia Plan

- REFERENCE DOCUMENTATION:**
- QP-SEDC-07 (Project Funding)



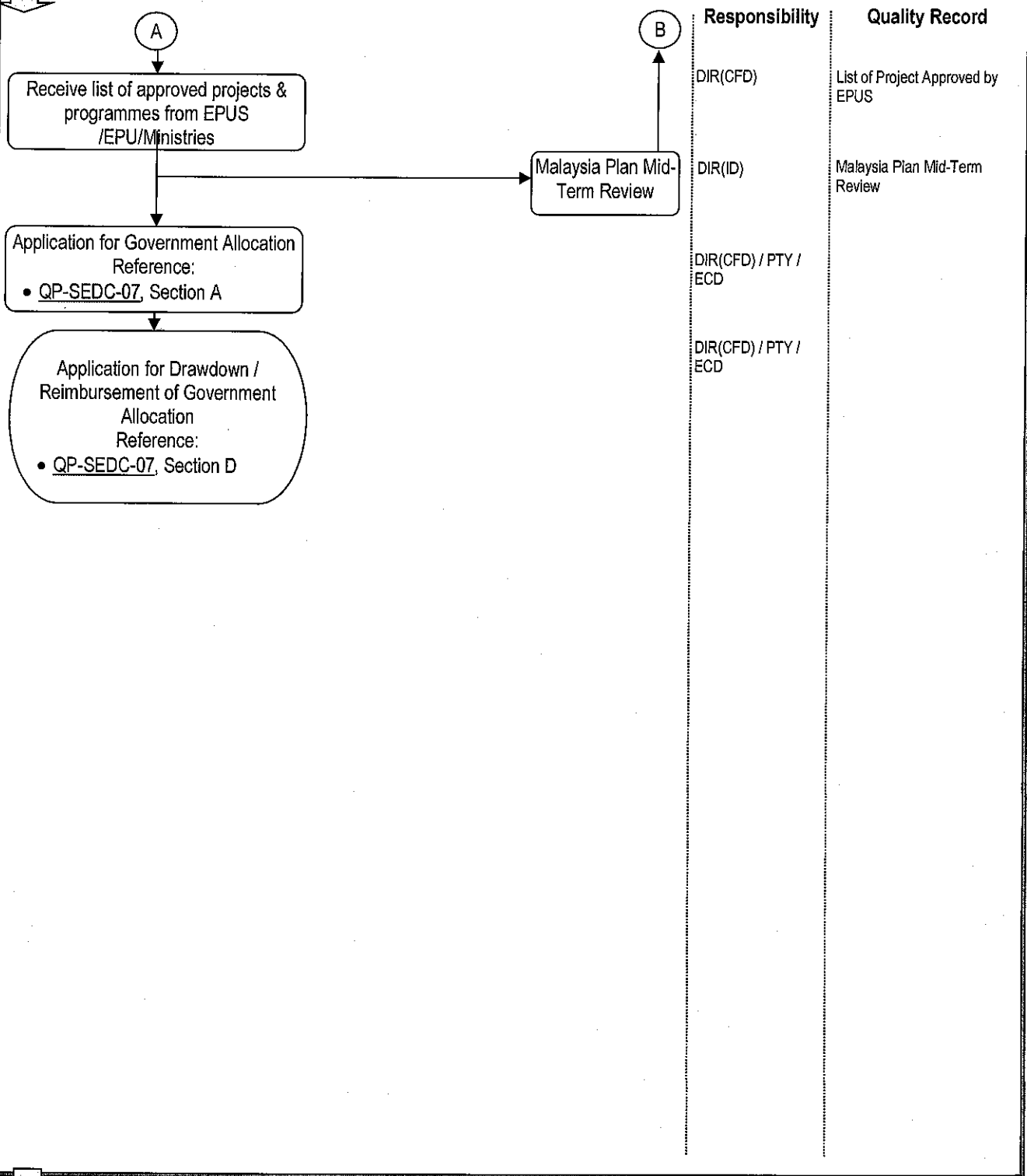
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INPUT

- Instruction / format from EPUS/EPU/Ministries to prepare project proposal for Malaysia Plan

PROCESS



OUTPUT

PROCESS OUTPUT:

- SEDC Programme & Project Proposal under Malaysia Plan

REFERENCE DOCUMENTATION:

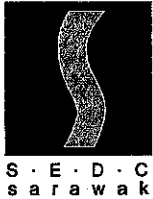
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REVISION HISTORY SHEET

Rev. No.	Document History		
0	Newly established.		
1.	Page 1	Part / Item Cover Page	Amendment Detail Change of General Manager's name
2.	1	Cover Page	Change of Director's name from Encik James A. Dago, Director of Planning & Monitoring Division (PMD) to Puan Hajah Rakayah Hamdan, Director of Corporate Finance Division
	2 - 4	<ul style="list-style-type: none"> • Item 4 Abbreviation • Item 5 Quality Record • Responsibility Column 	Change PMD to CFD
	2 - 4	<ul style="list-style-type: none"> • Item 4 Abbreviation • Item 5 Quality Record • Responsibility Column 	Change SPU (State Planning Unit) to EPUS Economic Planning Unit Sarawak (EPUS)
3.	3	<ul style="list-style-type: none"> • Directive to prepare project & programme proposals for Malaysia Plan 	Delete the decision process of "End / Revise" and "End" process from the process flow and replace with "Revise" process
4.	Page 2		Change Management Executive Meeting (MEM) to Management Executive Committee (MEC)



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