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	f V.	assu
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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IN: Directive to prepare project & programme proposals for Malaysia Plan PUT Responsibility **Quality Record** DIR(CFD) Circular from State & Federal Receive directive to prepare project Government & programme proposals for Malaysia В Plan Give instruction to ID to prepare DIR(CFD) proposals for Malaysia Plan Prepare proposals & forward to CFD Project / Programme DIR(ID) for vetting/review with GM Proposal Revise Νo GM/DIR CFD/DIR IT Approval Yes Compile & forward proposals to EPUS DIR(CFD) Project / Programme / EPU / Ministries Proposal No No Approval Alternative Funding EPUS / EPU / Ministries Yes Yes Alternative Funding DIR(ID) DIR(ID) Application for **Project Funding** . Funding Through Through Internal Commercial Generated Fund Borrowing (IGF) Reference: Reference: QP-SEDC-07, QP-SEDC-07, Section C Section B (0)



PROCESS OUTPUT:

 SEDC Programme & Project Proposal under Malaysia Plan

REFERENCE DOCUMENTATION:

QP-SEDC-07 (Project Funding)



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INE PUT Instruction / format from EPUS/EPU/Ministries to prepare project proposal for Malaysia Plan Responsibility **Quality Record** В DIR(CFD) List of Project Approved by Receive list of approved projects & **EPUS** programmes from EPUS /EPU/Ministries Malaysia Plan Mid-DIR(ID) Malaysia Pian Mid-Term Review Term Review Application for Government Allocation DìR(CFD) / PTY / Reference: QP-SEDC-07, Section A DIR(CFD) / PTY / Application for Drawdown / Reimbursement of Government Allocation Reference: QP-SEDC-07, Section D R 0



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.	2 - 4	Item 4 Abbreviation Item 5 Quality Record Record to Record	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 Change PMD to CFD	
	2 - 4	Responsibility ColumnItem 4 AbbreviationItem 5 Quality RecordResponsibility Column	Change SPU (State Planning Unit) to EPUS Economic Planning Unit Sarawak (EPUS)	
3.	3	 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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