



**SARAWAK ECONOMIC DEVELOPMENT CORPORATION**

# **eMECs**

**electronic MANAGEMENT EXECUTIVE COMMITTEE system**

## **USER MANUAL**

VERSION 3/2023



<http://inhouse.sedc.my/eMECs>

# Table Of Contents

No.	Details	Page
1	System Access Security	4
2	Main screen and menu. <ul style="list-style-type: none"> <li>• Full Access (Administrator/Secretariat)</li> <li>• End User Access (Divisional/Company)</li> </ul>	5 6
3	System Operating Process Flow	7 & 8
4	Prepare for new MEM meeting	9
5	Manage Meeting Attendance <ul style="list-style-type: none"> <li>• Add/Update Attendance</li> <li>• Invite Attendees for upcoming Meeting</li> <li>• Attendance confirmation by Secretariat</li> <li>• Attendance confirmation by Attendees</li> <li>• Attendance sheet</li> <li>• Mobile QR Meeting Attendance</li> </ul>	10 11 12 13 14 & 15 16
6	Conducting Meeting <ul style="list-style-type: none"> <li>• Meeting Agenda</li> <li>• View/Print Minutes of Meeting</li> <li>• View Matters Arising</li> <li>• View &amp; Download Decision Papers/ Information Papers and Other types of papers</li> </ul>	17 18 19 20
Continue to next page..		2

# Table Of Contents

No.	Details	Page
7	Preparing for new Minutes of Meeting <ul style="list-style-type: none"> <li>• Add &amp; Update Minutes of Meeting</li> <li>• Import Previous Minutes of Meeting</li> <li>• Update Matters Arising</li> <li>• Upload/Download Decision Papers/ Information Papers and Other types of papers - by Secretariat</li> <li>• Upload/Download Decision Papers/ Information Papers and Other types of papers - by Divisional</li> </ul>	21 & 22 23 24 & 25 26 27
8	System Settings <ul style="list-style-type: none"> <li>• Individual User Security Update</li> <li>• System Security Access</li> <li>• System Configurations</li> <li>• System Activity Logs</li> </ul>	28 29 30 31

## System Access Security



# EMELYS

electronic MANAGEMENT EXECUTIVE COMMITTEE system



Login

User ID:

Password:

Login

### User Access Category:

- System Administrator
- Chairman
- Deputy General manager
- Members of MEC
- Secretariat
- Appointed Officers

Request to access the system:

<http://inhouse.sedc.my/>

PPES:I/RF-UI-IH/07/10 - User Identification Request Form (In-House Application Systems)



Home

Minutes of Meeting

Meeting Setup & Updates

Meeting Attendance

System Settings

Logout



### MEETING AGENDA



- [Meeting Agenda](#)
- [View / Print Minutes of Meeting](#)
- [View / Print Matters Arrising](#)
- [View / Print Decision Paper/ Information Paper/ Appendix/ Etc.](#)



### MEETING ATTENDANCE

- [Add/update meeting attendees](#)
- [Meeting invitation](#)
- [Attendance](#)
- [Confirm/Absent/Representatives](#)
- [Attendance sheets](#)

### MEETING SETUP & UPDATES



- [Add/update meeting events](#)
- [Add/update Minutes of Meeting](#)
- [Update Matters Arising Status](#)
- [Upload Decision Paper/ Information Paper/ Appendix/ Etc.](#)



### SYSTEM SETTINGS

- [User password update](#)
- [User security access](#)
- [System configuration](#)
- [System logs](#)

Division: INFORMATION AND COMMUNICATIONS TECHNOLOGY DIVISION

User Category : Administrator

Access Level: Administrator

ICT



# EMELS

electronic MANAGEMENT EXECUTIVE COMMITTEE system

## End User Access (Divisional/Company)

WELCOME :: Encik Alan Poh

SARA URUSHARTA SDN BHD

Home

Minutes of Meeting

Meeting Setup & Updates

Meeting Attendance

System Settings

Logout



### MEETING AGENDA



- [Meeting Agenda](#)
- [View / Print Minutes of Meeting](#)
- [View / Print Matters Arising](#)
- [View / Print Decision Paper/ Information Paper/ Appendix/ Etc.](#)

### MEETING ATTENDANCE



- [Attendance Confirm/ Absent/ Representatives](#)

### MEETING SETUP & UPDATES



- [Update Matters Arising Status](#)
- [Upload Decision Paper/ Information Paper/ Appendix/ Etc.](#)

### SYSTEM SETTINGS



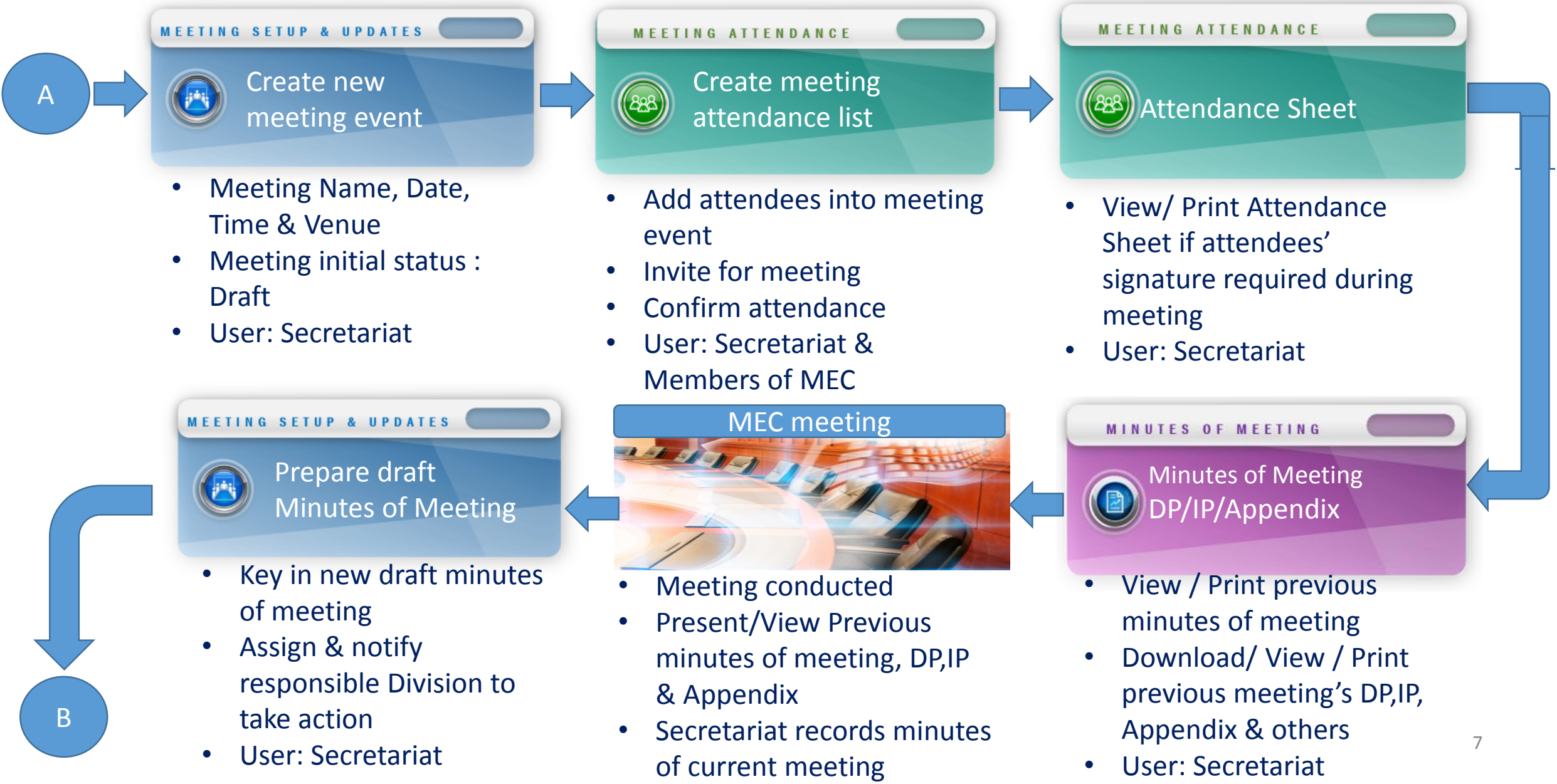
- [User password update](#)

Division: SARA URUSHARTA SDN BHD

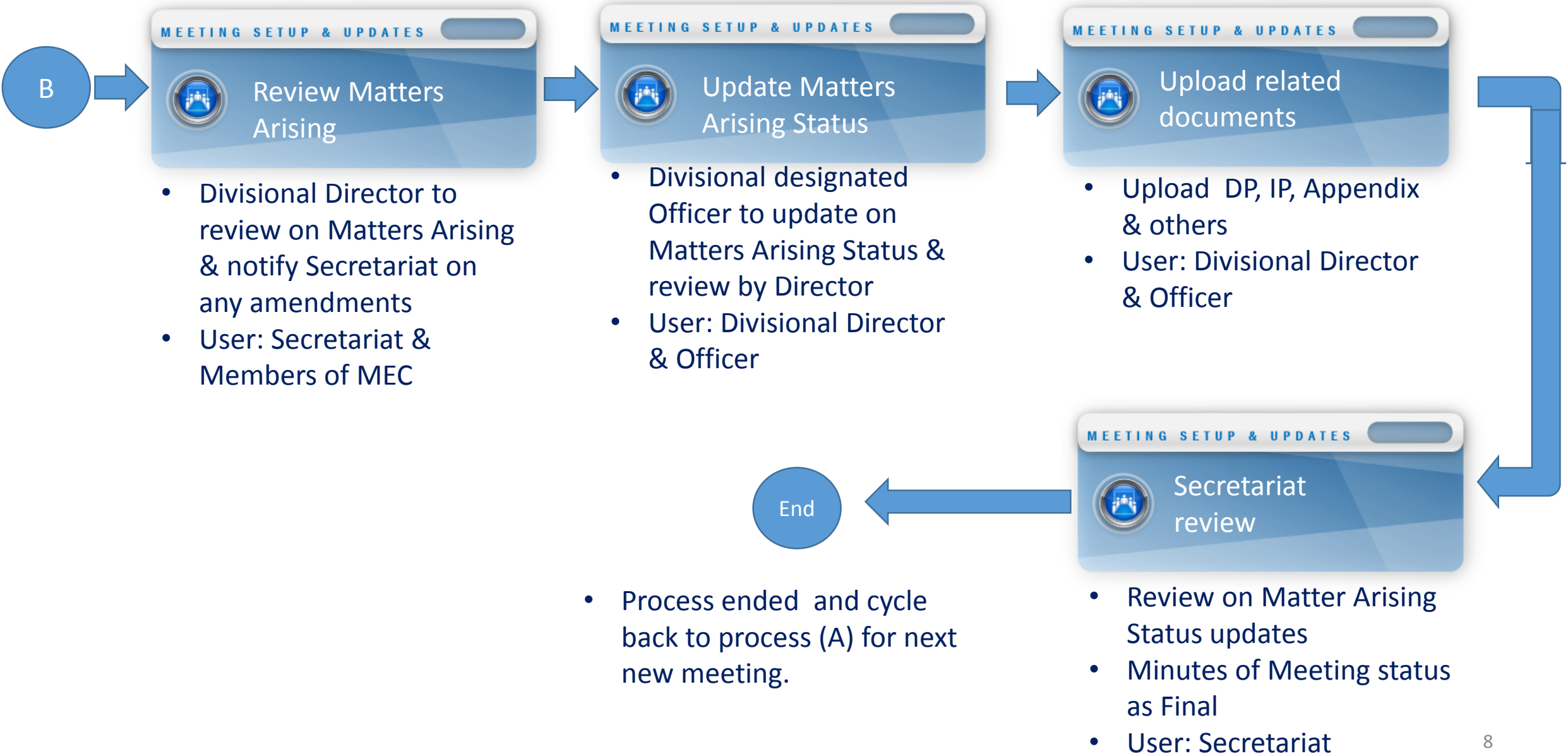
User Category : Director

Access Level: Maintenance

# System Operating Process Flow



# System Operating Process Flow





# Prepare for new MEM meeting

MEETING SETUP & UPDATES



Add/update meeting events

- Create new Meeting Event
- Click **New** button to add new meeting event
- **Default** minute status will be “DRAFT” as for preparing the draft minutes of the meeting
- Once the minutes is due for next MEM the status must be update to “FINAL”.
- Select & update existing Meeting Event
  - Select Meeting Event’s row to update
  - Click **Edit** button

## MEETING EVENTS

- Add &- Add & Update Meeting Events

	Meeting Description	Date Start	Date End	Time Start	Time End	Venue	Remarks	Minute Status	Import
Select	192ND MANAGEMENT EXECUTIVE COMMITTEE (MEC)	25/04/2022	25/04/2022	08:30 A.M.	05:00 P.M	VIA VIDEO CONFERENCING	Join Zoom Meeting <a href="https://sedc-my.zoom.us/j/93901169209?pwd=VnRFNGNuZVZDaGtNZ2xEb1cVNUVadz09">https://sedc-my.zoom.us/j/93901169209?pwd=VnRFNGNuZVZDaGtNZ2xEb1cVNUVadz09</a> Meeting ID: 939 0116 9209 Passcode: 189MEC	DRAFT	N
Select	193RD MANAGEMENT EXECUTIVE COMMITTEE (MEC)	29/04/2022	29/04/2022	8.30am	5.00pm	Bilik Emerald	Physical attendance, GM and Secretariat. Members, Online.	DRAFT	N
Select	194TH MANAGEMENT EXECUTIVE COMMITTEE MEETING ("MEC")	27/05/2022	27/05/2022	8.30 A.M	5.30 P.M	BILIK EMERALD, LEVEL 11 MENARA SEDC, THE ISTHMUS, OFF JALAN BAKO, 93250 KUCHING, SARAWAK		DRAFT	N
Select	195TH MANAGEMENT EXECUTIVE COMMITTEE MEETING ("MEC")	27/05/2022	27/05/2022	8.30 A.M	5.30 P.M	BILIK EMERALD, LEVEL 11 MENARA SEDC, THE ISTHMUS, OFF JALAN BAKO, 93250 KUCHING, SARAWAK	Join Zoom Meeting <a href="https://sedc-my.zoom.us/j/93901169209?pwd=VnRFNGNuZVZDaGtNZ2xEb1cVNUVadz09">https://sedc-my.zoom.us/j/93901169209?pwd=VnRFNGNuZVZDaGtNZ2xEb1cVNUVadz09</a> Meeting ID: 939 0116 9209 Passcode: 195MEC	DRAFT	N
Select	196TH MANAGEMENT EXECUTIVE COMMITTEE MEETING ("MEC")	27/05/2022	10/06/2022	4.30 PM	6.00 PM	DEWAN KENYALANG, LEVEL 1 MENARA SEDC		DRAFT	N
Select	197TH MANAGEMENT EXECUTIVE COMMITTEE ("MEC")	29/07/2022	29/07/2022	10:00 AM	5:00 PM	DEWAN KENYALANG, LEVEL 1 MENARA SEDC / ZOOM		DRAFT	N
Select	198TH MANAGEMENT EXECUTIVE COMMITTEE ("MEC") MEETING	23/08/2022	23/08/2022	8:00 AM	5:00 PM	DEWAN KENYALANG, LEVEL 1, MENARA SEDC		DRAFT	N

12

Meeting Description: 195TH MANAGEMENT EXECUTIVE COMMITTEE MEETING ("MEC")

Date Start: 27/05/2022

Date End: 27/05/2022

Time Start: 8.30 A.M

Time End: 5.30 P.M

Meeting Venue: BILIK EMERALD, LEVEL 11 MENARA SEDC, THE ISTHMUS, OFF JALAN BAKO, 93250 KUCHING, SARAWAK

Remarks: Join Zoom Meeting <https://sedc-my.zoom.us/j/93901169209?pwd=VnRFNGNuZVZDaGtNZ2xEb1cVNUVadz09>

Minutes Status: DRAFT

Import: N

Buttons: Edit New Reset Delete Cancel Save

MEETING ATTENDANCE



Add/update meeting attendees

- Select Meeting Event & click **Show Attendees** button to display the list of attendees
- To add new attendees into selected meeting, click **New** button.
- Add attendee's information into text fields & click **Save**.  
(Note: Email is compulsory for QR Attendance System)
- To update attendee's information, click **Select** button on the attendee's name.
- Click Save once updating done.

## Meeting Attendance Management

- Add & Update Meeting Attendees

Select Meeting Event: 165TH MANAGEMENT EXECUTIVE MEETING ("MEM") Show Attendees Import from Previous Meeting

	No.	Name	Designation	Remarks	Company	Category	Email	Invited	Confirm	Attn	Attend	YN
Select	1	YBhg. Haji Abdul Hadi Bin Haji Abdul Kadir	SEDC General Manager		SEDC	Chairman	abdhadi@sedc.my	Y	Confirm			Y
Select	2	Puan Rakayah Hamdan	Deputy General Manager, Corporate Services Sector / Director		SEDC	DGM1	rakayah@sedc.my	Y	Confirm			Y
Select	3	Encik Edwin Abit	Deputy General Manager, Commercial Sector / Director		SEDC	DGM2	eabit@sedc.my	Y	Confirm			Y
Select	4	Puan Marilyn N. Biyor	Director, Human Resource & Administration Division		SEDC	Director	mnbiyor@sedc.my	Y	Confirm			Y
Select	5	Cik Hajah Siti Nurazlina Dollah Ahmat Usop	Director, Information & Communications Technology Division		SEDC	Director	azlina@sedc.my	Y	Confirm			Y
Select	6	Encik Yap Yien Chiang	Director, Internal Audit Division		SEDC	Director	yyc@sedc.my	Y	Confirm			Y
Select	7	Encik Petrus Puni	Information & Communications Technology Division		SEDC	Director	petrusp@sedc.my	Y	Pending			Y
Select	8	Encik Billy Christian David	Corporate Planning & Business Development Division		SEDC	Secretariat	petrusp@sedc.my	N	Pending			Y
Select	9	Encik Alan Poh	General Manager, Sara Urusharta Sdn Bhd		SUSB	CoGM	alanpoh@susb.my	N	Pending			N

Meeting Event: **165TH MANAGEMENT EXECUTIVE MEETING ("MEM")**

Attendee's Category: Company GM

Name:

Designation:

Division: SARA URUSHARTA SDN BHD

Company:

Email:

Invited: N

Attendance Confirmation: Pending

Attend at meeting: N

Remarks:

Update New Reset Delete Save

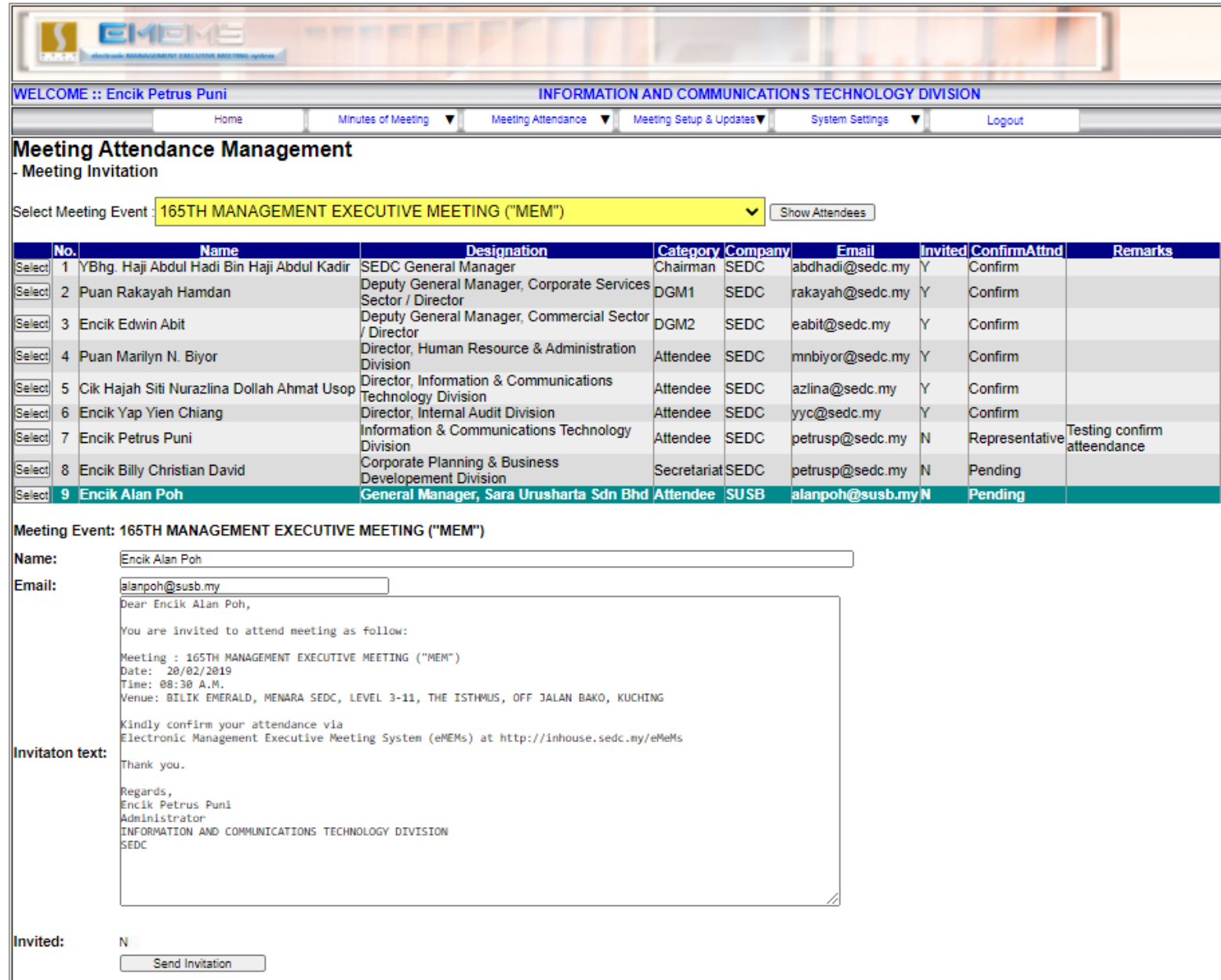
# Manage Meeting Attendance – Invite Attendees

MEETING ATTENDANCE



Meeting invitation

- Select Meeting Event & click **Show Attendees** button to display the list of attendees
- Select attendee's name to invite.
- Invited status "N" indicates the attendees haven't invited and automatically change d to "Y" once invitation has been sent.
- Edit invitation text if required
- Click **Send Invitation**
- Attendee will received the invitation via email



WELCOME :: Encik Petrus Puni      INFORMATION AND COMMUNICATIONS TECHNOLOGY DIVISION

Home    Minutes of Meeting    Meeting Attendance    Meeting Setup & Updates    System Settings    Logout

### Meeting Attendance Management

- Meeting Invitation

Select Meeting Event : **165TH MANAGEMENT EXECUTIVE MEETING ("MEM")**    Show Attendees

No.	Name	Designation	Category	Company	Email	Invited	ConfirmAttnd	Remarks
Select 1	YBhg. Haji Abdul Hadi Bin Haji Abdul Kadir	SEDC General Manager	Chairman	SEDC	abdhad@sedc.my	Y	Confirm	
Select 2	Puan Rakayah Hamdan	Deputy General Manager, Corporate Services Sector / Director	DGM1	SEDC	rakayah@sedc.my	Y	Confirm	
Select 3	Encik Edwin Abit	Deputy General Manager, Commercial Sector / Director	DGM2	SEDC	eabit@sedc.my	Y	Confirm	
Select 4	Puan Marilyn N. Biyor	Director, Human Resource & Administration Division	Attendee	SEDC	mnbiyor@sedc.my	Y	Confirm	
Select 5	Cik Hajah Siti Nurazlina Dollah Ahmat Usop	Director, Information & Communications Technology Division	Attendee	SEDC	azlina@sedc.my	Y	Confirm	
Select 6	Encik Yap Yien Chiang	Director, Internal Audit Division	Attendee	SEDC	yyc@sedc.my	Y	Confirm	
Select 7	Encik Petrus Puni	Information & Communications Technology Division	Attendee	SEDC	petrusp@sedc.my	N	Representative	Testing confirm attendance
Select 8	Encik Billy Christian David	Corporate Planning & Business Development Division	Secretariat	SEDC	petrusp@sedc.my	N	Pending	
Select 9	<b>Encik Alan Poh</b>	<b>General Manager, Sara Urusharta Sdn Bhd</b>	<b>Attendee</b>	<b>SUSB</b>	<b>alanpoh@susb.my</b>	<b>N</b>	<b>Pending</b>	

Meeting Event: 165TH MANAGEMENT EXECUTIVE MEETING ("MEM")

Name:

Email:

Invitation text:

Dear Encik Alan Poh,

You are invited to attend meeting as follow:

Meeting : 165TH MANAGEMENT EXECUTIVE MEETING ("MEM")  
 Date: 20/02/2019  
 Time: 08:30 A.M.  
 Venue: BILIK EMERALD, MENARA SEDC, LEVEL 3-11, THE ISTHMUS, OFF JALAN BAKO, KUCHING

Kindly confirm your attendance via Electronic Management Executive Meeting System (eMEMs) at <http://inhouse.sedc.my/eMeMs>

Thank you.

Regards,  
 Encik Petrus Puni  
 Administrator  
 INFORMATION AND COMMUNICATIONS TECHNOLOGY DIVISION  
 SEDC

Invited:

# Manage Meeting Attendance – Attendance confirmation by Secretariat

MEETING ATTENDANCE

Attendance  
Confirm/Absent/  
Representatives

- Select Meeting Event & click Show Attendees button to display the list of attendees
- Select attendee's name to confirm.
- Select type of confirmation
- Click Update Confirmation button

WELCOME :: Encik Petrus Puni
INFORMATION AND COMMUNICATIONS TECHNOLOGY DIVISION

Home
Minutes of Meeting ▼
Meeting Attendance ▼
Meeting Setup & Updates ▼
System Settings ▼
Logout

### Meeting Attendance Management

- Meeting Attendance Confirmation

Select Meeting Event : 165TH MANAGEMENT EXECUTIVE MEETING ("MEM") Show Attendees

No.	Name	Designation	Category	Company	Email	Invited	ConfirmAttn	Remarks
Select 1	YBhg. Haji Abdul Hadi Bin Haji Abdul Kadir	SEDC General Manager	Chairman	SEDC	abdhad@sedc.my	Y	Confirm	
Select 2	Puan Rakayah Hamdan	Deputy General Manager, Corporate Services Sector / Director	DGM1	SEDC	rakayah@sedc.my	Y	Confirm	
Select 3	Encik Edwin Abit	Deputy General Manager, Commercial Sector / Director	DGM2	SEDC	eabit@sedc.my	Y	Confirm	
Select 4	Puan Marilyn N. Biyor	Director, Human Resource & Administration Division	Attendee	SEDC	mnbiyor@sedc.my	Y	Confirm	
Select 5	Cik Hajah Siti Nurazlina Dollah Ahmat Usop	Director, Information & Communications Technology Division	Attendee	SEDC	azlina@sedc.my	Y	Confirm	
Select 6	Encik Yap Yien Chiang	Director, Internal Audit Division	Attendee	SEDC	yyc@sedc.my	Y	Confirm	
Select 7	Encik Petrus Puni	Information & Communications Technology Division	Attendee	SEDC	petrusp@sedc.my	N	Representative	Testing confirm attendance
Select 8	Encik Billy Christian David	Corporate Planning & Business Development Division	Secretariat	SEDC	petrusp@sedc.my	N	Pending	
Select 9	Encik Alan Poh	General Manager, Sara Urusharta Sdn Bhd	Attendee	SUSB	alanpoh@susb.my	N	Pending	

Meeting Event: 165TH MANAGEMENT EXECUTIVE MEETING ("MEM")

Name: Encik Alan Poh

Division: SARA URUSHARTA SDN BHD

Company: SUSB

Invited: N

Attendance Confirmation: Pending ▼

Remarks:

Update Confirmation

## MEETING ATTENDANCE

Attendance  
Confirm/Absent/  
Representatives

WELCOME :: Encik Alan Poh
SARA URUSHARTA SDN BHD

Home
Minutes of Meeting ▼
Meeting Attendance ▼
Meeting Setup & Updates ▼
System Settings ▼
Logout

### Meeting Attendance Management

#### - Meeting Attendance Confirmation

Select Meeting Event : 165TH MANAGEMENT EXECUTIVE MEETING ("MEM") Show Attendees

No.	Name	Designation	Category	Company	Email	Invited	ConfirmAttn	Remarks
Select	1	Encik Alan Poh	General Manager, Sara Urusharta Sdn Bhd	Director	SUSB	alanpoh@susb.my	N	Representative

Meeting Event: 165TH MANAGEMENT EXECUTIVE MEETING ("MEM")

Name: Encik Alan Poh

Division: SARA URUSHARTA SDN BHD

Company: SUSB

Invited: N

Attendance Confirmation: Absent ▼

Remarks: 

Request Mr. Saa to represent

Update Confirmation

- Select Meeting Event & click **Show Attendees** button to display the list of attendees
- Select attendee's name to confirm.
- Select type of confirmation
- Click Update Confirmation button

# Manage Meeting Attendance – Attendance Sheet

MEETING ATTENDANCE



Attendance sheet

- Select Meeting Event & click **Show Attendees** button to display attendance sheet
- Click **Save** icon to save and print the attendance sheet.
- Other attendance feature is via QR Attendance System.
- The QR code available at Meeting Agenda screen

WELCOME :: Encik Petrus Puni INFORMATION AND COMMUNICATIONS TECHNOLOGY DIVISION

Home | Minutes of Meeting | Meeting Attendance | Meeting Setup & Updates | System Settings | Logout

### Meeting Attendance Management - Attendance Sheets

Select Meeting Event : 180TH MANAGEMENT EXECUTIVE MEETING ("MEM") Show Attendees

180TH MANAGEMENT EXECUTIVE MEETING ("MEM")  
HELD ON 28/08/2020 RESPECTIVELY AT ZOOM MEETING @ 8:15AM

**Attendance Sheet**

	NAME	DIVISION	EMAIL	SIGNATURE
1	YBhg. Haji Abdul Hadi Bin Datuk Haji Abdul Kadir	GMO	abdhadi@sedc.my	
2	Puan Rakayah Hamdan	CFD	rakayah@sedc.my	
3	Encik James Ambrose Dago	PMD	jdago@sedc.my	
4	Puan Marilyn N. Biyor	HRA	mnbiyor@sedc.my	
5	Cik Hajah Siti Nurazlina Dollah Ahmat Usop	ICT	azlina@sedc.my	
6	Encik Yap Yien Chiang	IAD	yyc@sedc.my	
7	Puan Rozita Mohamad Ibrahim	ENG	rozita@sedc.my	
8	Puan Rashidah Hj Maideen	LAD	shiedah@sedc.my	
9	Encik Nelson Kebing Raon	PTY	nelson@sedc.my	
10	Encik Zamirudin Bin Haji Ahmad	ECD	zamir@sedc.my	
11	Encik Insor Lingan	AGRO	insorlingan@sedc.my	
12	Tuan Haji Muriyadi Basri	IQD	muriyadb@sedc.my	
13	Cik Khartini Johari	IRMU	khartinij@sedc.my	
14	Puan Judith Angela Skinner	CRC	judith@sedc.my	

# Manage Meeting Attendance – Attendance Sheet

MEETING ATTENDANCE



Attendance sheet

Download & print  
Attendance sheets pdf  
format if required  
signature attendance in  
hard copy format.

## 164TH MANAGEMENT EXECUTIVE MEETING ("MEM")

HELD ON 20/01/2019 RESPECTIVELY AT BILIK EMERALD, MENARA SEDC, LEVEL 3-11, THE ISTHMUS, OFF JALAN BAKO, KUCHING @ 08:30 A.M.

### Attendance Sheet

	NAME	DIVISION	EMAIL	SIGNATURE
1	YBhg. Haji Abdul Hadi Bin Haji Abdul Kadir	GMO	abdhadi@sedc.my	
2	Puan Rakayah Hamdan	CFD	rakayah@sedc.my	
3	Encik Edwin Abit	THD	eabit@sedc.my	
4	Puan Marilyn N. Biyor	HRA	mnbiyor@sedc.my	
5	Cik Hajah Siti Nurazlina Dollah Ahmat Usop	ICT	azlina@sedc.my	
6	Encik Yap Yien Chiang	IAD	yyc@sedc.my	
7	Puan Rashidah Hj Maideen	LAD	shiedah@sedc.my	
8	Encik Zamirudin Bin Haji Ahmad	ECD	zamir@sedc.my	
9	Encik Jason Sia	AGRO	tsia@sedc.my	
10	Encik Nelson Kebin Raon	PTY	nelson@sedc.my	
11	Encik Allin Bandang	ENG	allin@sedc.my	
12	Encik Alan Poh	SUSB	alanpoh@susb.my	
13	Encik James Ambrose Dago	PMD	jdago@sedc.my	
14	Puan Irene Phang	PMD	irene@sedc.my	
15	Puan Norlia Haji Bujang	PMD	norlia@sedc.my	

MEETING ATTENDANCE



Record attendance via Mobile from QR Code

- **QR Code** mobile attendance will be available at **Meeting Agenda** page.
- **All field** are compulsory for newly invited attendee. (those who are not recorded into the system by Secretariat)
- **Email field** are compulsory for existing invited attendee.
- Click **Attend** button to update attendance into the system.



Scan for Attendance

4G 01:30 Vol 0.20 LTE KB/s 74

Q | ✓ SEDC Management Info... Ads

**SARAWAK ECONOMIC DEVELOPMENT CORPORATION**  
**EMELS**  
 electronic MANAGEMENT EXECUTIVE MEETING system

QR Meeting Attendance System

181TH MANAGEMENT EXECUTIVE MEETING ("MEM")

Name:

Email address:

Division/Company:

Click to attend:

Your attendance has been recorded. Thank you.

© 2021 Sarawak Economic Development Corporation. All Rights Reserved. Designed By SEDC ICT Division.

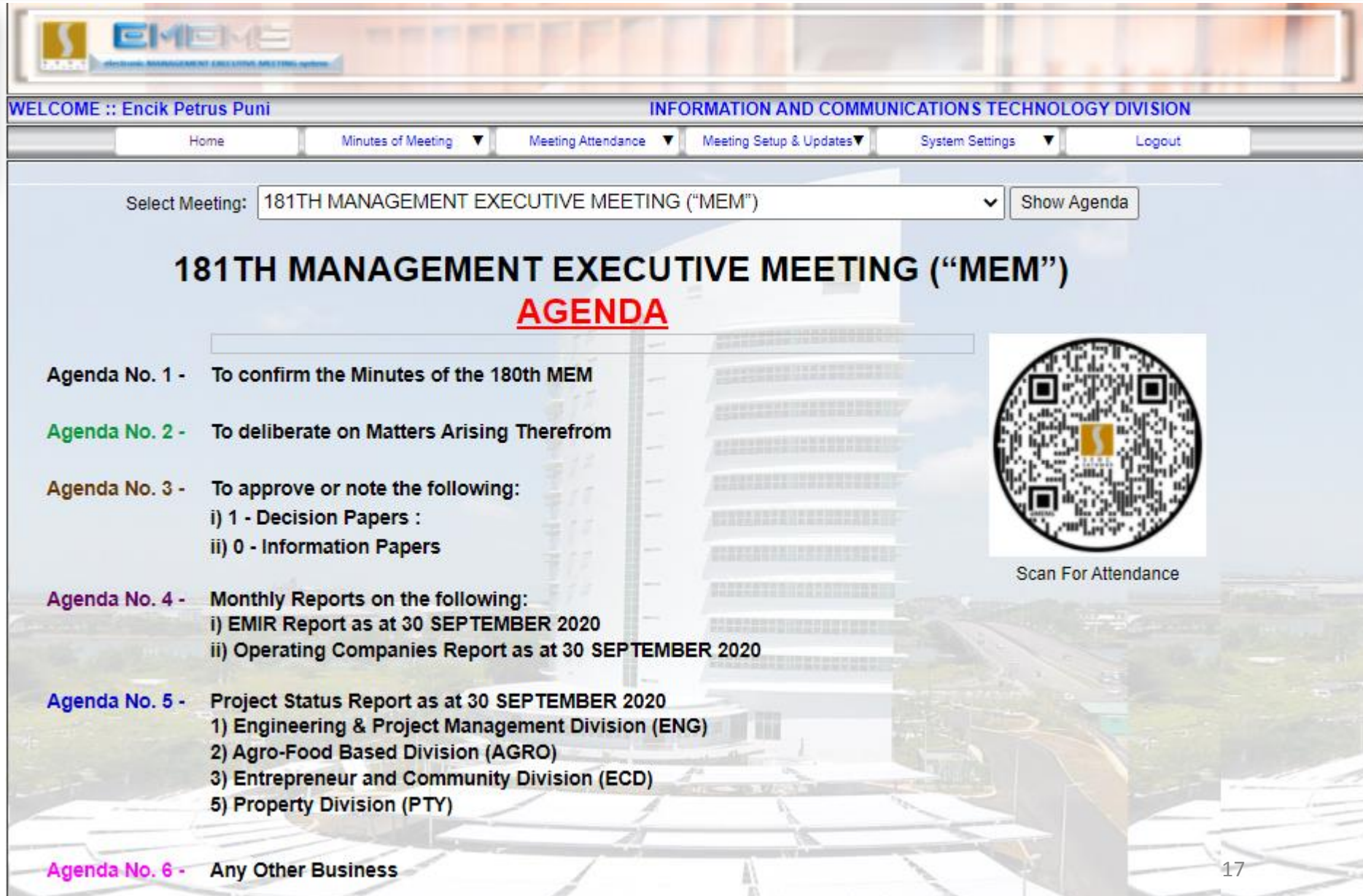


MINUTES OF MEETING



View Meeting Agenda  
And Scan QR code for  
digital attendance

- Select the latest meeting event to view meeting agenda.
- Individually attendee are required to Scan QR code to record their attendance. \*Note that the QR only link to current meeting event.



The screenshot shows the EMELS web application interface. At the top, there is a navigation bar with the following items: Home, Minutes of Meeting, Meeting Attendance, Meeting Setup & Updates, System Settings, and Logout. The main content area displays the following information:

WELCOME :: Encik Petrus Puni      INFORMATION AND COMMUNICATIONS TECHNOLOGY DIVISION

Select Meeting: 181TH MANAGEMENT EXECUTIVE MEETING ("MEM")      Show Agenda

## 181TH MANAGEMENT EXECUTIVE MEETING ("MEM")

### AGENDA

- Agenda No. 1 -** To confirm the Minutes of the 180th MEM
- Agenda No. 2 -** To deliberate on Matters Arising Therefrom
- Agenda No. 3 -** To approve or note the following:
  - i) 1 - Decision Papers :
  - ii) 0 - Information Papers
- Agenda No. 4 -** Monthly Reports on the following:
  - i) EMIR Report as at 30 SEPTEMBER 2020
  - ii) Operating Companies Report as at 30 SEPTEMBER 2020
- Agenda No. 5 -** Project Status Report as at 30 SEPTEMBER 2020
  - 1) Engineering & Project Management Division (ENG)
  - 2) Agro-Food Based Division (AGRO)
  - 3) Entrepreneur and Community Division (ECD)
  - 5) Property Division (PTY)
- Agenda No. 6 -** Any Other Business

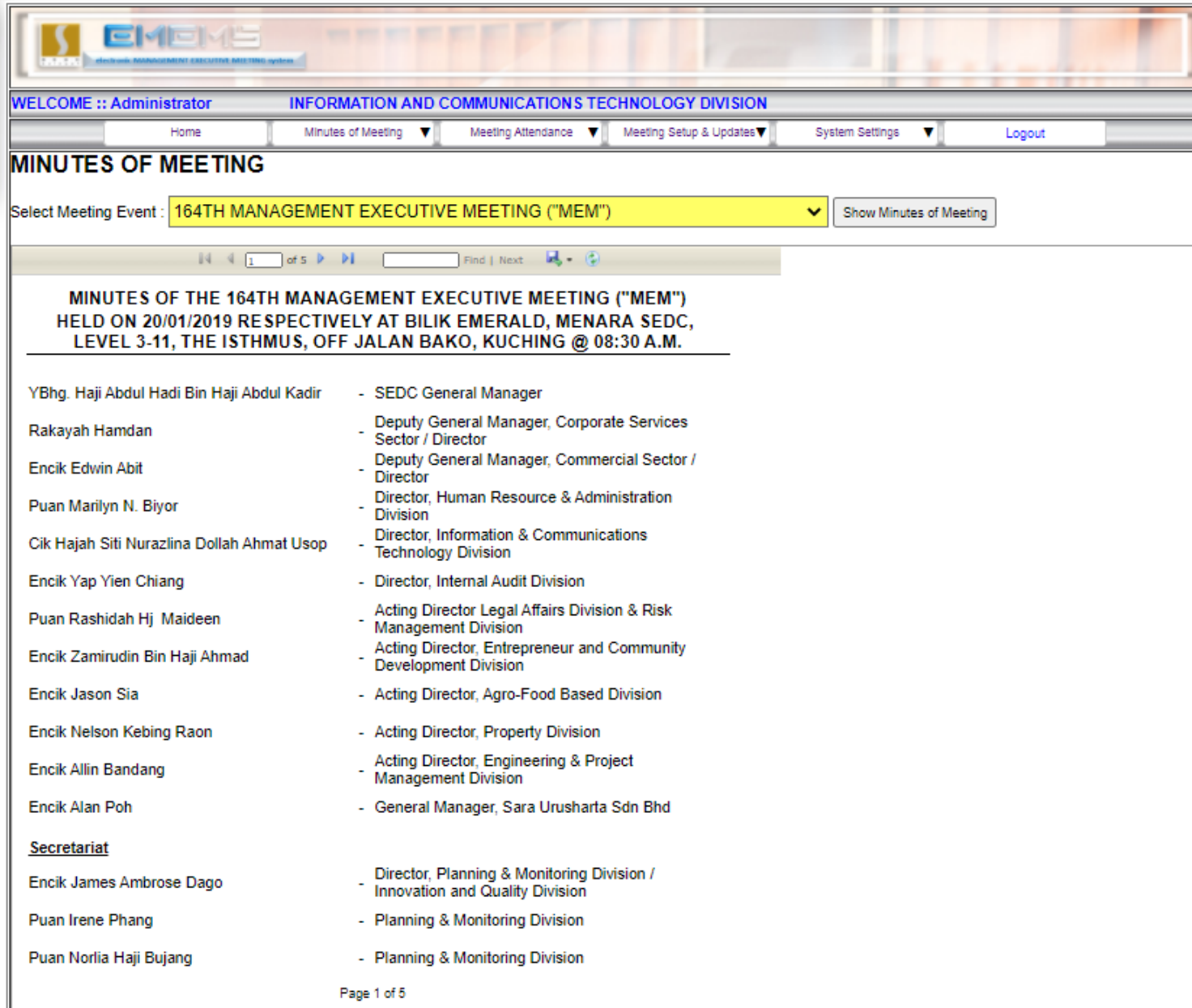
On the right side of the agenda, there is a circular QR code with the text "Scan For Attendance" below it.

MINUTES OF MEETING



View / Print  
Minutes of Meeting

- Select Meeting Event & click Show Minute of Meeting button
- Click navigation button to view minutes of meeting on each pages.
- Click Save icon to save the minutes into PDF, Excel or Words format.
- Click Print icon to print minutes direct to printer



**WELCOME :: Administrator**      **INFORMATION AND COMMUNICATIONS TECHNOLOGY DIVISION**

Home    Minutes of Meeting    Meeting Attendance    Meeting Setup & Updates    System Settings    Logout

### MINUTES OF MEETING

Select Meeting Event : **164TH MANAGEMENT EXECUTIVE MEETING ("MEM")**    Show Minutes of Meeting

1 of 5    Find | Next

---

**MINUTES OF THE 164TH MANAGEMENT EXECUTIVE MEETING ("MEM")  
HELD ON 20/01/2019 RESPECTIVELY AT BILIK EMERALD, MENARA SEDC,  
LEVEL 3-11, THE ISTHMUS, OFF JALAN BAKO, KUCHING @ 08:30 A.M.**

YBhg. Haji Abdul Hadi Bin Haji Abdul Kadir	- SEDC General Manager
Rakayah Hamdan	- Deputy General Manager, Corporate Services Sector / Director
Encik Edwin Abit	- Deputy General Manager, Commercial Sector / Director
Puan Marilyn N. Biyor	- Director, Human Resource & Administration Division
Cik Hajah Siti Nurazlina Dollah Ahmat Usop	- Director, Information & Communications Technology Division
Encik Yap Yien Chiang	- Director, Internal Audit Division
Puan Rashidah Hj Maideen	- Acting Director Legal Affairs Division & Risk Management Division
Encik Zamirudin Bin Haji Ahmad	- Acting Director, Entrepreneur and Community Development Division
Encik Jason Sia	- Acting Director, Agro-Food Based Division
Encik Nelson Kebing Raon	- Acting Director, Property Division
Encik Allin Bandang	- Acting Director, Engineering & Project Management Division
Encik Alan Poh	- General Manager, Sara Urusharta Sdn Bhd
<b><u>Secretariat</u></b>	
Encik James Ambrose Dago	- Director, Planning & Monitoring Division / Innovation and Quality Division
Puan Irene Phang	- Planning & Monitoring Division
Puan Norlia Haji Bujang	- Planning & Monitoring Division

Page 1 of 5

# View Matters Arising of Previous Meeting

MINUTES OF MEETING



View Matters Arising of previous meeting

- Select **previous** Meeting Event and click **Show Minutes** to view Matters Arising

WELCOME :: Enclik Petrus Puni
INFORMATION AND COMMUNICATIONS TECHNOLOGY DIVISION

Home
Minutes of Meeting ▼
Meeting Attendance ▼
Meeting Setup & Updates ▼
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Logout

**Minutes of Meeting**  
- Add & Update Minutes of Meeting

Select Meeting Event: 164TH MANAGEMENT EXECUTIVE MEETING ("MEM") Show Minutes Import from Previous Meeting

MIN NO.	SubMinNo	MATTERS / ISSUES DISCUSSED	ACTION	CURRENT STATUS UPDATES																						
Select	3/164/2018/3.1	o DPR\$ submitted their details of the Renovation Cost as follows: fddgbvbcvcbghgfh <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 30%;">BREAKDOWN</th> <th style="width: 70%;">RM</th> </tr> </thead> <tbody> <tr><td>Roofing</td><td style="text-align: right;">2,154,312</td></tr> <tr><td>Swimming Pool</td><td style="text-align: right;">1,400,000</td></tr> <tr><td>SPA</td><td style="text-align: right;">2,832,996</td></tr> <tr><td>M &amp; E</td><td style="text-align: right;">2,600,000</td></tr> <tr><td>Common Area</td><td style="text-align: right;">4,355,000</td></tr> <tr><td>Driveway</td><td style="text-align: right;">1,500,000</td></tr> <tr><td>F &amp; B</td><td style="text-align: right;">2,500,000</td></tr> <tr><td>Rooms</td><td style="text-align: right;">14,000,000</td></tr> <tr><td>Professional Fee</td><td style="text-align: right;">1,350,346</td></tr> <tr><td><b>TOTAL</b></td><td style="text-align: right;"><b>33,192,654</b></td></tr> </tbody> </table>	BREAKDOWN	RM	Roofing	2,154,312	Swimming Pool	1,400,000	SPA	2,832,996	M & E	2,600,000	Common Area	4,355,000	Driveway	1,500,000	F & B	2,500,000	Rooms	14,000,000	Professional Fee	1,350,346	<b>TOTAL</b>	<b>33,192,654</b>	THD	test update status defedfastvasdtt
BREAKDOWN	RM																									
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Select	3/164/2018/3.1	o ENG was tasked by Datu Haji Soedirman during the inspection to look into the cost to make good areas in the table above.																								
Select	3/164/2018/3.1	c) Damai Rainforest Resort (DRR)	THD	test update																						
Select	3/164/2018/3.1	o THD reported that, to-date DRR had yet to officially respond to SEDC's request on the rates.																								
Select	3/164/2018/3.1	o THD would seek Tan Sri Chairman's advice on the rate and agreement as soon as possible.																								
Select	3/164/2018/3.2	Corporate Social Responsibility (CSR) / (Donations)	CRC																							
		- CRC updated Members on the following Corporate Social Responsibility Initiatives (CSR): <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 5%;">#</th> <th style="width: 40%;">Activity / Program</th> <th style="width: 55%;">Remarks</th> </tr> </thead> <tbody> <tr> <td colspan="3"><u>Upcoming Events:</u></td> </tr> <tr> <td style="text-align: center;">1</td> <td>SEDC Love-in-a-Box with Children of PIBAKAT</td> <td>* In conjunction with Chinese New Year Celebration, SEDC is organizing a Love-in-a-Box Ceremony with children of Persatuan Pertubuhan Ibu Bapa Kanak-kanak Keperluan Istimewa Sarawak (PIBAKAT) on 22.2.2019 at PIBAKAT Centre, Jln Ong Tiang Swee, Kuching.</td> </tr> <tr> <td colspan="3"><u>Activities done in the month of December 2018</u></td> </tr> <tr> <td></td> <td>1. Gold Mini-GemepUTERS / Invitational</td> <td>* The Golf Mini-GemepUTERS / Invitational was successfully held on 9.12.2018 at Damai Golf &amp; Country Club.</td> </tr> </tbody> </table>	#	Activity / Program	Remarks	<u>Upcoming Events:</u>			1	SEDC Love-in-a-Box with Children of PIBAKAT	* In conjunction with Chinese New Year Celebration, SEDC is organizing a Love-in-a-Box Ceremony with children of Persatuan Pertubuhan Ibu Bapa Kanak-kanak Keperluan Istimewa Sarawak (PIBAKAT) on 22.2.2019 at PIBAKAT Centre, Jln Ong Tiang Swee, Kuching.	<u>Activities done in the month of December 2018</u>				1. Gold Mini-GemepUTERS / Invitational	* The Golf Mini-GemepUTERS / Invitational was successfully held on 9.12.2018 at Damai Golf & Country Club.		Testing update							
#	Activity / Program	Remarks																								
<u>Upcoming Events:</u>																										
1	SEDC Love-in-a-Box with Children of PIBAKAT	* In conjunction with Chinese New Year Celebration, SEDC is organizing a Love-in-a-Box Ceremony with children of Persatuan Pertubuhan Ibu Bapa Kanak-kanak Keperluan Istimewa Sarawak (PIBAKAT) on 22.2.2019 at PIBAKAT Centre, Jln Ong Tiang Swee, Kuching.																								
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# View & Download Decision Papers/ Information Papers and Other types of papers

## MINUTES OF MEETING

View / Print  
Decision Paper/  
Information Paper/  
Appendix

- This viewing mode available in Meeting Agenda page
- Select Meeting Event & click Show List button
- Select the file name in each paper type.
- Click the link at File Name to download and view the papers.

Decision Paper:				
Paper Name	File Name	Division	Status	
<a href="#">Select</a> DP NO: 1/181/2021 (PTY)	3.0 -DP No.1 -PTY -Proposed Rental Ratee -BTU and BETONG.docx	PTY	Pending	
<a href="#">Select</a> DP NO: 2/181/2021 (IQD)	4.0 -DP No.2 -IQD Appointmnt of MPC Swk for MBEC (For MEM on 2 Nov 2020).doc	IQD	Pending	
<a href="#">Select</a> DP NO: 3/181/2021 (ECD)	5.0 -DP No.3 -ECD -PROPOSED DEVELOPMENT OF NEW PUSAT INKUBATOR DAN BIMBINGAN USAHAWAN (PIBU) IN TANJUNG MANIS.doc	ECD	Pending	
<a href="#">Select</a> DP NO: 4/181/2020 (HRA)	6.0 -DP No.4 -HRA -[Purchase of New Vehicles 2020].docx	HRA	Pending	
<a href="#">Select</a> DP NO: 5/181/2020 (ICT)	7.0 -DP No.5 -ICT -QR Technology for Menara SEDC (amended).docx	ICT	Pending	
<a href="#">Select</a> DP NO: 6/181/2021 (PTY)	8.0 -DP No.6 -PTY Waiver of rental BKSS 4.0.doc	PTY	Pending	
<a href="#">Select</a> DP NO: 7/181/2020 (HRA)	9.0 -HRA -P 7.181.2020 for Potted Plant as at 30.10.2020.doc	HRA	Pending	
<a href="#">Select</a> DP NO: 8/181/2020 (ENG)	DP No. 8 - ENG -DP Kilang Teres.pdf	ENG	Pending	

Division/Company: INNOVATION AND QUALITY DIVISION

Paper name: DP NO: 2/181/2021 (IQD)

File Name: [4.0 -DP No.2 -IQD Appointmnt of MPC Swk for MBEC \(For MEM on 2 Nov 2020\).doc](#)

Status:

Information Paper:				
Paper Name	File Name	Division	Status	
<a href="#">Select</a> IP NO: 1/181/2021 (ECD)	9.00 -IP No.1 -ECD - EXTENSION FOR LOAN DEFERMENT.doc	ECD	Pending	
<a href="#">Select</a> IP NO: 2/181/2020 (hra)	10.0 -IP No.2 -HRA -TICKET AND HOTEL GEMAPUTERA (27.10.2020).docx	HRA	Pending	

Division/Company: Select Division

Paper name:

File Name:

Status:

Position Paper:				
Paper Name	File Name	Division	Status	
<a href="#">Select</a> PP NO: 1/181/2021 (THD)	PP NO 1 TEST.txt	THD	Pending	

Division/Company: Select Division

Paper name:

File Name:

Status:

Monthly Financial Reports:				
Paper Name	File Name	Division	Status	
<a href="#">Select</a> EMIR REPORT - SEPT 2020	11.0 -CFD -EMIR REPORT -SEPT 2020.ppt	CFD	Pending	
<a href="#">Select</a> EMIR EMIR APPENDIX BALANCE SHEET SEPT 2020	11.1 - APPENDIX BALANCE SHEET SEPT 2020 (2).xls	CFD	Pending	
<a href="#">Select</a> EMIR APPENDIX P&L SEPT 2020	11.2 - APPENDIX P&L SEPT 2020 (1).xls	CFD	Pending	
<a href="#">Select</a> Operating COs -SEPT2020	12.1 -Operating COs -SEPT2020.xls	CFD	Pending	

Division/Company: Select Division

Paper name:

File Name:

Status:

Project Status:				
Paper Name	File Name	Division	Status	
<a href="#">Select</a> PROJ NO: 1/181/2021 (agro)	14.0 -AGRO 2-Project Status for Sept 20.docx	ENG	Pending	

Division/Company: Select Division

Paper name:

File Name:

Status:

AOB:

Paper Name	File Name	Division	Status	

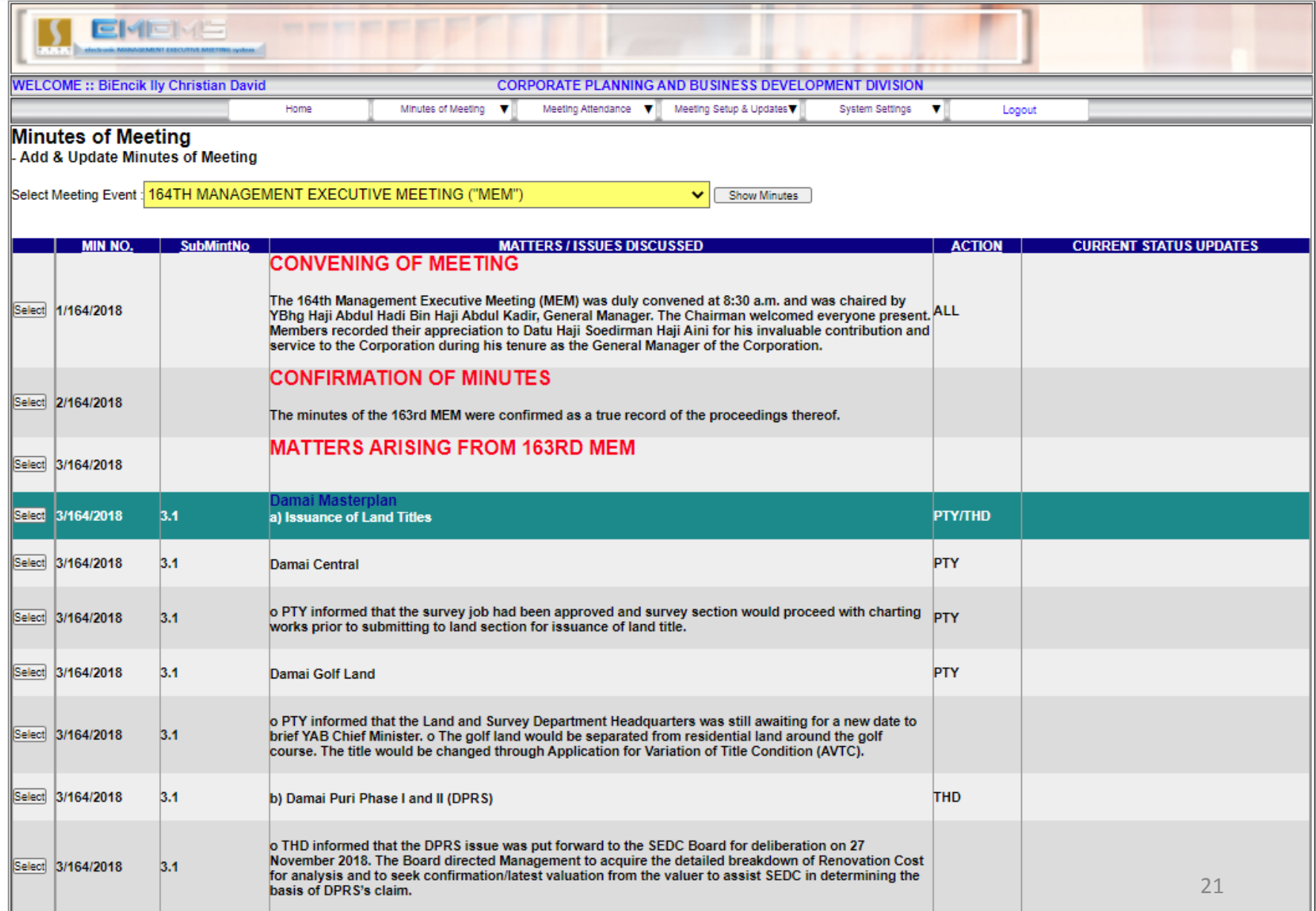
# Add & Update Minutes of Meeting

MEETING SETUP & UPDATES



Add & Update  
Minutes of Meeting

- Create new Minutes of Meeting
  - Select Meeting Event and click show Minutes
  - Click **New** button to add new minutes of meeting
- To update existing Minutes of Meeting
  - Select Meeting Event and click show Minutes
  - Select minutes row to update
  - Click **Update** button



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Home    Minutes of Meeting ▼    Meeting Attendance ▼    Meeting Setup & Updates ▼    System Settings ▼    Logout

**Minutes of Meeting**  
- Add & Update Minutes of Meeting

Select Meeting Event: **164TH MANAGEMENT EXECUTIVE MEETING ("MEM")**    Show Minutes

	MIN NO.	SubMintNo	MATTERS / ISSUES DISCUSSED	ACTION	CURRENT STATUS UPDATES
Select	1/164/2018		<b>CONVENING OF MEETING</b> The 164th Management Executive Meeting (MEM) was duly convened at 8:30 a.m. and was chaired by YBhg Haji Abdul Hadi Bin Haji Abdul Kadir, General Manager. The Chairman welcomed everyone present. Members recorded their appreciation to Datu Haji Soedirman Haji Aini for his invaluable contribution and service to the Corporation during his tenure as the General Manager of the Corporation.	ALL	
Select	2/164/2018		<b>CONFIRMATION OF MINUTES</b> The minutes of the 163rd MEM were confirmed as a true record of the proceedings thereof.		
Select	3/164/2018		<b>MATTERS ARISING FROM 163RD MEM</b>		
Select	3/164/2018	3.1	<b>Damai Masterplan</b> a) Issuance of Land Titles	PTY/THD	
Select	3/164/2018	3.1	Damai Central	PTY	
Select	3/164/2018	3.1	o PTY informed that the survey job had been approved and survey section would proceed with charting works prior to submitting to land section for issuance of land title.	PTY	
Select	3/164/2018	3.1	Damai Golf Land	PTY	
Select	3/164/2018	3.1	o PTY informed that the Land and Survey Department Headquarters was still awaiting for a new date to brief YAB Chief Minister. o The golf land would be separated from residential land around the golf course. The title would be changed through Application for Variation of Title Condition (AVTC).		
Select	3/164/2018	3.1	b) Damai Puri Phase I and II (DPRS)	THD	
Select	3/164/2018	3.1	o THD informed that the DPRS issue was put forward to the SEDC Board for deliberation on 27 November 2018. The Board directed Management to acquire the detailed breakdown of Renovation Cost for analysis and to seek confirmation/latest valuation from the valuer to assist SEDC in determining the basis of DPRS's claim.		

Continue next page.

# Add & Update Minutes of Meeting

MEETING SETUP & UPDATES



Add & Update Minutes of Meeting

- Fill in the text field accordingly
- To upload any related photo, click **Choose File** to browse for photo
- To remove or replace the photo, click **Delete image**.
- Fill in Action Division to assign division to update the matters arising status later
- Click **Save** button to save the minutes.

123

Minute No.:

Minute No.:

Sub Minute No.:

Subject:

Sub Subject:

Matters: 

o DPRS submitted their details of the Renovation Cost as follows:fddgbvbvcbghgfh

Matters Photo:  No file chosen

BREAKDOWN	RM
Roofing	2,154,312
Swimming Pool	1,400,000
SPA	2,832,996
M & E	2,500,000
Common Area	4,355,000
Driveway	1,500,000
F & B	2,500,000
Rooms	14,600,000
Professional Fee	1,350,346
<b>TOTAL</b>	<b>33,192,654</b>

Action Division:

Status updates:

Status Photo:  No file chosen

# Import Previous Minutes of Meeting

MEETING SETUP & UPDATES



Add & Update Minutes of Meeting

- Click Import button at Minutes Of Meeting screen and it will guide to Import screen.
- Select Previous meeting event to copy from
- Select New meeting event to copy to.
- Click Verify button to ensure the Minutes are applicable to import
- Click Import button to start import the minutes.

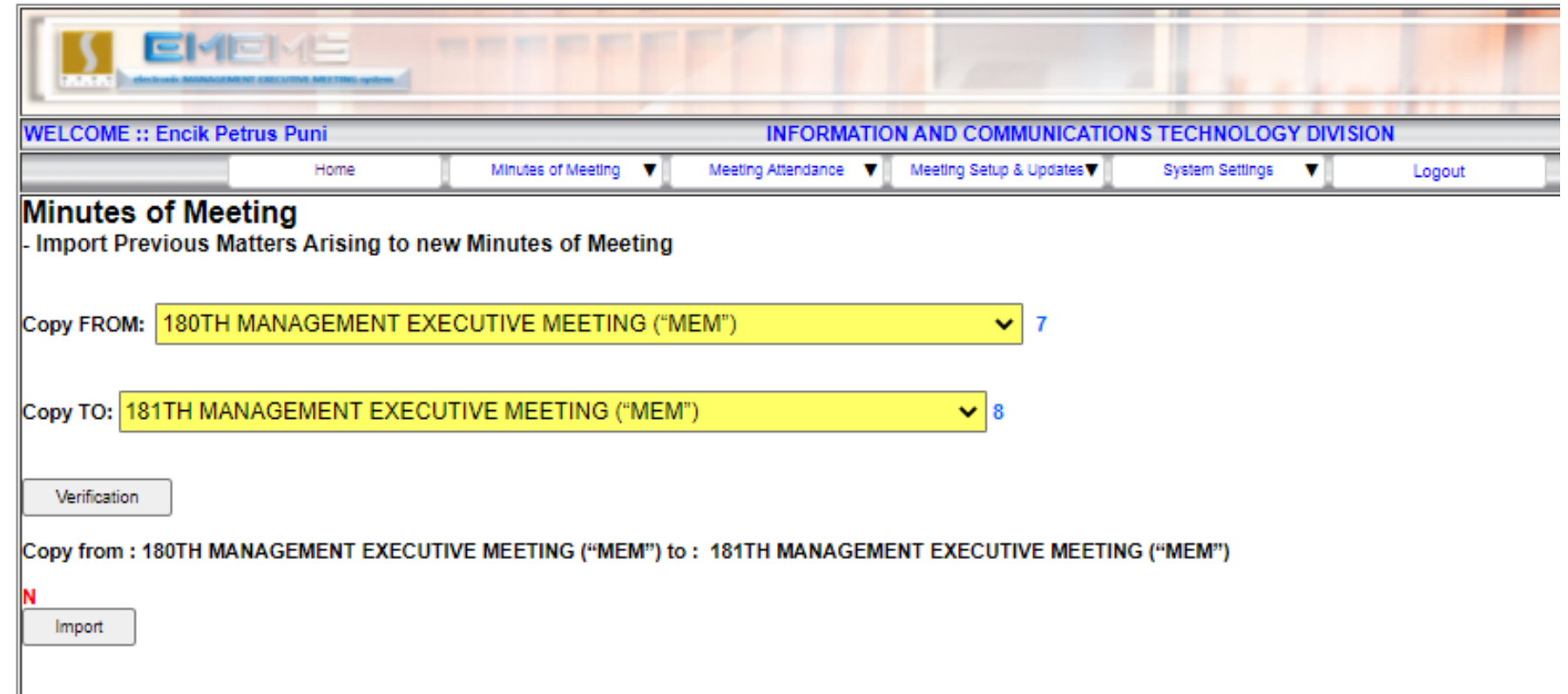
## Minutes of Meeting

- Add & Update Minutes of Meeting

Select Meeting Event : 181TH MANAGEMENT EXECUTIVE MEETING ("MEM")

Show Minutes

Import from Previous Meeting



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Home Minutes of Meeting Meeting Attendance Meeting Setup & Updates System Settings Logout

### Minutes of Meeting

- Import Previous Matters Arising to new Minutes of Meeting

Copy FROM: 180TH MANAGEMENT EXECUTIVE MEETING ("MEM") 7

Copy TO: 181TH MANAGEMENT EXECUTIVE MEETING ("MEM") 8

Verification

Copy from : 180TH MANAGEMENT EXECUTIVE MEETING ("MEM") to : 181TH MANAGEMENT EXECUTIVE MEETING ("MEM")

**N**

Import

# Update Matters Arising

MEETING SETUP &amp; UPDATES



## Update Matters Arising Status

- Select Meeting Event and click show Minutes
- Select minutes row to update
- Click Update button

*Continue next page...*

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INFORMATION AND COMMUNICATIONS TECHNOLOGY DIVISION

Home
Minutes of Meeting
Meeting Attendance
Meeting Setup & Updates
System Settings
Logout

### MATTERS ARISING

- Update Matters Arising Status

Select Meeting Event: 164TH MANAGEMENT EXECUTIVE MEETING ("MEM") Show Minutes

MIN NO.	SubMintNo	MATTERS / ISSUES DISCUSSED	ACTION	CURRENT STATUS & UPDATES																						
<a href="#">Select</a>	3/164/2018 3.1	<b>Damai Masterplan</b> a) Issuance of Land Titles	PTY/THD																							
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<a href="#">Select</a>	3/164/2018 3.1	o DPRS submitted their details of the Renovation Cost as follows: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th>BREAKDOWN</th> <th>RM</th> </tr> </thead> <tbody> <tr><td>Roofing</td><td>2,154,312</td></tr> <tr><td>Swimming Pool</td><td>1,400,000</td></tr> <tr><td>SPA</td><td>2,832,996</td></tr> <tr><td>M &amp; E</td><td>2,500,000</td></tr> <tr><td>Common Area</td><td>4,355,000</td></tr> <tr><td>Driveway</td><td>1,500,000</td></tr> <tr><td>F &amp; B</td><td>2,500,000</td></tr> <tr><td>Rooms</td><td>14,600,000</td></tr> <tr><td>Professional Fee</td><td>1,350,346</td></tr> <tr><td><b>TOTAL</b></td><td><b>33,192,654</b></td></tr> </tbody> </table>	BREAKDOWN	RM	Roofing	2,154,312	Swimming Pool	1,400,000	SPA	2,832,996	M & E	2,500,000	Common Area	4,355,000	Driveway	1,500,000	F & B	2,500,000	Rooms	14,600,000	Professional Fee	1,350,346	<b>TOTAL</b>	<b>33,192,654</b>	THD	test update status defedfa1vaadft
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# Update Matters Arising

MEETING SETUP & UPDATES



## Update Matters Arising Status

- Fill in Status field to update the status of Matters Arising
- To add any related photo, click Choose File to browse for photo.
- To remove or replace the photo, click **Delete image**.
- Click **Save** button to save the Matters Arising Status.

Select	Date	Item	Description	THD	Status																						
<input type="checkbox"/>	3/16/2018	3.1	o DPRS submitted their details of the Renovation Cost as follows: <table border="1"> <thead> <tr> <th>BREAKDOWN</th> <th>RM</th> </tr> </thead> <tbody> <tr><td>Roofing</td><td>2,154,312</td></tr> <tr><td>Swimming Pool</td><td>1,400,000</td></tr> <tr><td>SPA</td><td>2,832,996</td></tr> <tr><td>M &amp; E</td><td>2,500,000</td></tr> <tr><td>Common Area</td><td>4,355,000</td></tr> <tr><td>Driveway</td><td>1,500,000</td></tr> <tr><td>F &amp; B</td><td>2,500,000</td></tr> <tr><td>Rooms</td><td>14,600,000</td></tr> <tr><td>Professional Fee</td><td>1,350,346</td></tr> <tr><td><b>TOTAL</b></td><td><b>33,192,654</b></td></tr> </tbody> </table>	BREAKDOWN	RM	Roofing	2,154,312	Swimming Pool	1,400,000	SPA	2,832,996	M & E	2,500,000	Common Area	4,355,000	Driveway	1,500,000	F & B	2,500,000	Rooms	14,600,000	Professional Fee	1,350,346	<b>TOTAL</b>	<b>33,192,654</b>	THD	test update status dsFsdFastvasdtt
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12

Minute No.:

Sub Minute No.:

Subject:

Sub Subject:

Matters:

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Swimming Pool	1,400,000
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Professional Fee	1,350,346
<b>TOTAL</b>	<b>33,192,654</b>

Action Division:

Status updates:

Status Photo:  No file chosen

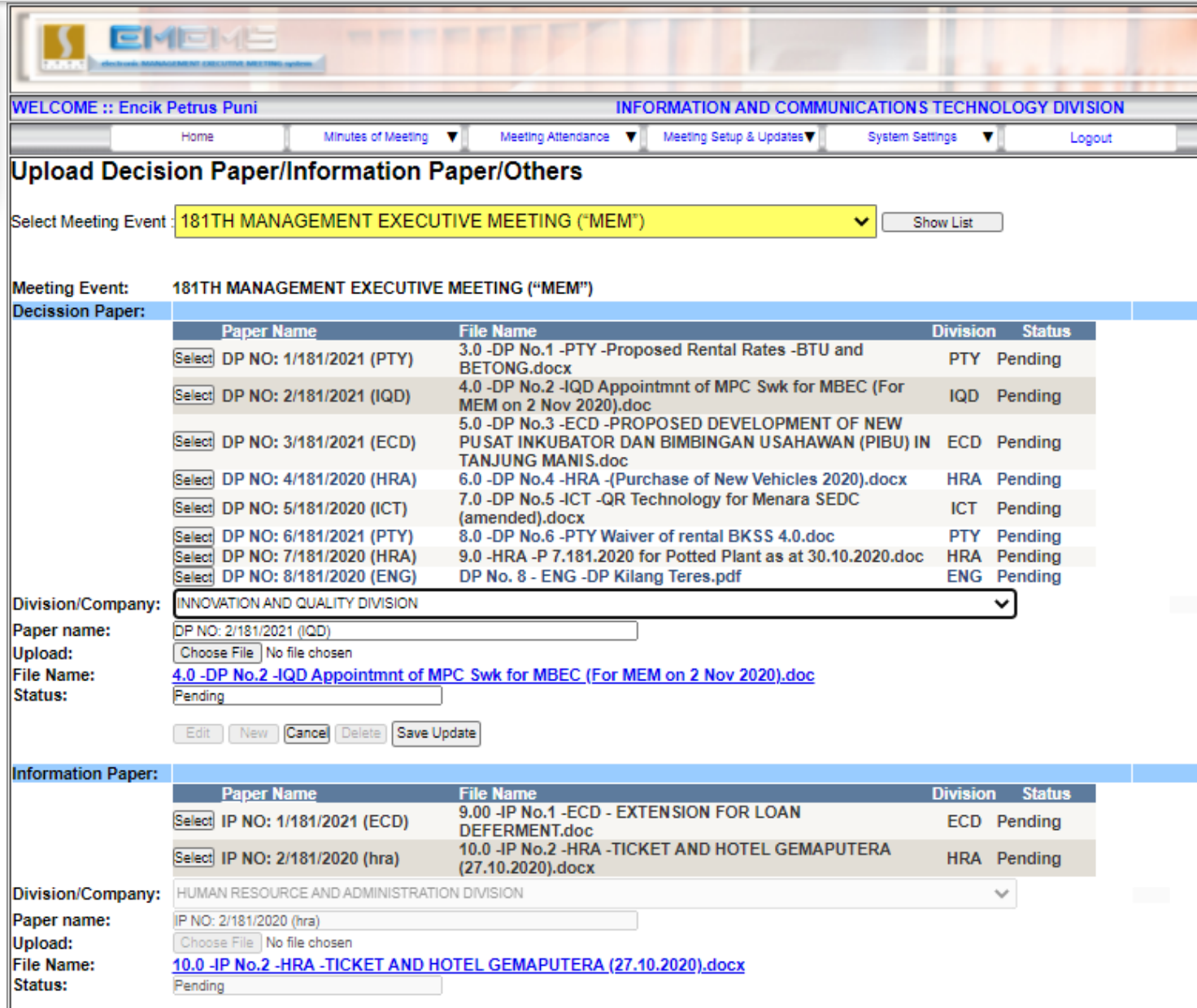
# Upload/Download Decision Papers/ Information Papers and Other types of papers - by Secretariat

MEETING SETUP & UPDATES



Upload Decision Paper/  
Information Paper/  
Appendix

- Select Meeting Event and click Show List
- Select the paper type
- Click New button to add new paper
- Select the Division who submitted the paper.
- Paper Name field will automatically filled according to sequence numbers of paper submitted. (may able to edit if required)
- Click Choose file to browse for documents
- Default status is "Pending"
- Click Save button



WELCOME :: Encik Petrus Puni      INFORMATION AND COMMUNICATIONS TECHNOLOGY DIVISION

Home   Minutes of Meeting   Meeting Attendance   Meeting Setup & Updates   System Settings   Logout

### Upload Decision Paper/Information Paper/Others

Select Meeting Event: **181TH MANAGEMENT EXECUTIVE MEETING ("MEM")**

Meeting Event: 181TH MANAGEMENT EXECUTIVE MEETING ("MEM")

**Decision Paper:**

	Paper Name	File Name	Division	Status
<input type="button" value="Select"/>	DP NO: 1/181/2021 (PTY)	3.0 -DP No.1 -PTY -Proposed Rental Rates -BTU and BETONG.docx	PTY	Pending
<input type="button" value="Select"/>	DP NO: 2/181/2021 (IQD)	4.0 -DP No.2 -IQD Appointmnt of MPC Swk for MBEC (For MEM on 2 Nov 2020).doc	IQD	Pending
<input type="button" value="Select"/>	DP NO: 3/181/2021 (ECD)	5.0 -DP No.3 -ECD -PROPOSED DEVELOPMENT OF NEW PUSAT INKUBATOR DAN BIMBINGAN USAHAWAN (PIBU) IN TANJUNG MANIS.doc	ECD	Pending
<input type="button" value="Select"/>	DP NO: 4/181/2020 (HRA)	6.0 -DP No.4 -HRA -(Purchase of New Vehicles 2020).docx	HRA	Pending
<input type="button" value="Select"/>	DP NO: 5/181/2020 (ICT)	7.0 -DP No.5 -ICT -QR Technology for Menara SEDC (amended).docx	ICT	Pending
<input type="button" value="Select"/>	DP NO: 6/181/2021 (PTY)	8.0 -DP No.6 -PTY Waiver of rental BKSS 4.0.doc	PTY	Pending
<input type="button" value="Select"/>	DP NO: 7/181/2020 (HRA)	9.0 -HRA -P 7.181.2020 for Potted Plant as at 30.10.2020.doc	HRA	Pending
<input type="button" value="Select"/>	DP NO: 8/181/2020 (ENG)	DP No. 8 - ENG -DP Kilang Teres.pdf	ENG	Pending

Division/Company: **INNOVATION AND QUALITY DIVISION**

Paper name:

Upload:  No file chosen

File Name: [4.0 -DP No.2 -IQD Appointmnt of MPC Swk for MBEC \(For MEM on 2 Nov 2020\).doc](#)

Status:

**Information Paper:**

	Paper Name	File Name	Division	Status
<input type="button" value="Select"/>	IP NO: 1/181/2021 (ECD)	9.00 -IP No.1 -ECD - EXTENSION FOR LOAN DEFERMENT.doc	ECD	Pending
<input type="button" value="Select"/>	IP NO: 2/181/2020 (hra)	10.0 -IP No.2 -HRA -TICKET AND HOTEL GEMAPUTERA (27.10.2020).docx	HRA	Pending

Division/Company: **HUMAN RESOURCE AND ADMINISTRATION DIVISION**

Paper name:

Upload:  No file chosen

File Name: [10.0 -IP No.2 -HRA -TICKET AND HOTEL GEMAPUTERA \(27.10.2020\).docx](#)

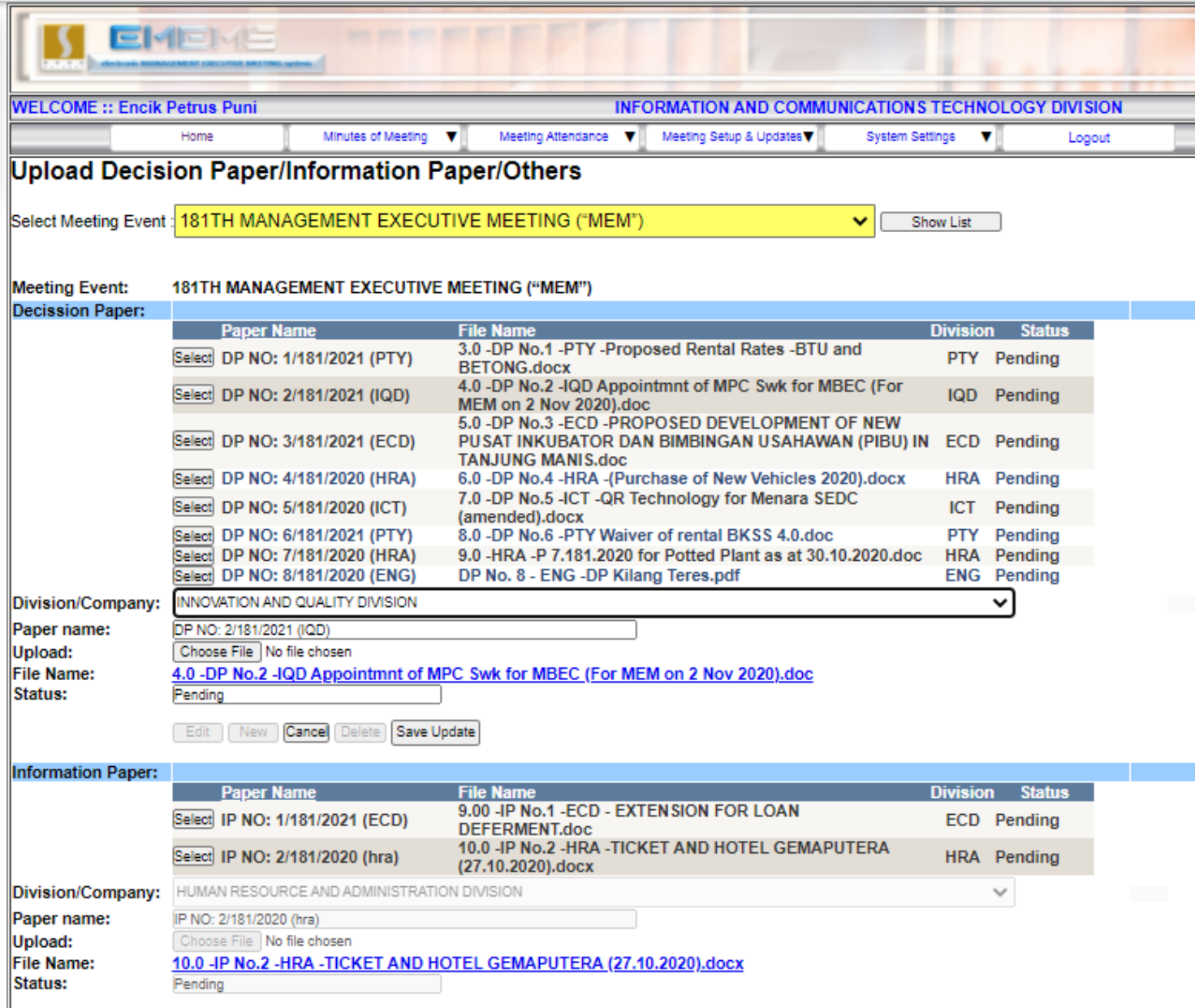
Status:

MEETING SETUP & UPDATES



Upload Decision Paper/  
Information Paper/  
Appendix

- For Divisional screen they only allowed to view, upload and download their own divisional papers only,
- The uploading process are same as Secretariat screen.



WELCOME :: Encik Petrus Puni      INFORMATION AND COMMUNICATIONS TECHNOLOGY DIVISION

Home    Minutes of Meeting    Meeting Attendance    Meeting Setup & Updates    System Settings    Logout

### Upload Decision Paper/Information Paper/Others

Select Meeting Event: **181TH MANAGEMENT EXECUTIVE MEETING ("MEM")**

Meeting Event: 181TH MANAGEMENT EXECUTIVE MEETING ("MEM")

Decision Paper:

Select	Paper Name	File Name	Division	Status
<input type="checkbox"/>	DP NO: 1/181/2021 (PTY)	3.0 -DP No.1 -PTY -Proposed Rental Rates -BTU and BETONG.docx	PTY	Pending
<input type="checkbox"/>	DP NO: 2/181/2021 (IQD)	4.0 -DP No.2 -IQD Appointmnt of MPC Swk for MBEC (For MEM on 2 Nov 2020).doc	IQD	Pending
<input type="checkbox"/>	DP NO: 3/181/2021 (ECD)	5.0 -DP No.3 -ECD -PROPOSED DEVELOPMENT OF NEW PUSAT INKUBATOR DAN BIMBINGAN USAHAWAN (PIBU) IN TANJUNG MANIS.doc	ECD	Pending
<input type="checkbox"/>	DP NO: 4/181/2020 (HRA)	6.0 -DP No.4 -HRA -(Purchase of New Vehicles 2020).docx	HRA	Pending
<input type="checkbox"/>	DP NO: 5/181/2020 (ICT)	7.0 -DP No.5 -ICT -QR Technology for Menara SEDC (amended).docx	ICT	Pending
<input type="checkbox"/>	DP NO: 6/181/2021 (PTY)	8.0 -DP No.6 -PTY Waiver of rental BKSS 4.0.doc	PTY	Pending
<input type="checkbox"/>	DP NO: 7/181/2020 (HRA)	9.0 -HRA -P 7.181.2020 for Potted Plant as at 30.10.2020.doc	HRA	Pending
<input type="checkbox"/>	DP NO: 8/181/2020 (ENG)	DP No. 8 - ENG -DP Kilang Teres.pdf	ENG	Pending

Division/Company: **INNOVATION AND QUALITY DIVISION**

Paper name:

Upload:  No file chosen

File Name: [4.0 -DP No.2 -IQD Appointmnt of MPC Swk for MBEC \(For MEM on 2 Nov 2020\).doc](#)

Status:

Information Paper:

Select	Paper Name	File Name	Division	Status
<input type="checkbox"/>	IP NO: 1/181/2021 (ECD)	9.00 -IP No.1 -ECD - EXTENSION FOR LOAN DEFERMENT.doc	ECD	Pending
<input type="checkbox"/>	IP NO: 2/181/2020 (hra)	10.0 -IP No.2 -HRA -TICKET AND HOTEL GEMAPUTERA (27.10.2020).docx	HRA	Pending

Division/Company: **HUMAN RESOURCE AND ADMINISTRATION DIVISION**

Paper name:

Upload:  No file chosen

File Name: [10.0 -IP No.2 -HRA -TICKET AND HOTEL GEMAPUTERA \(27.10.2020\).docx](#)

Status:

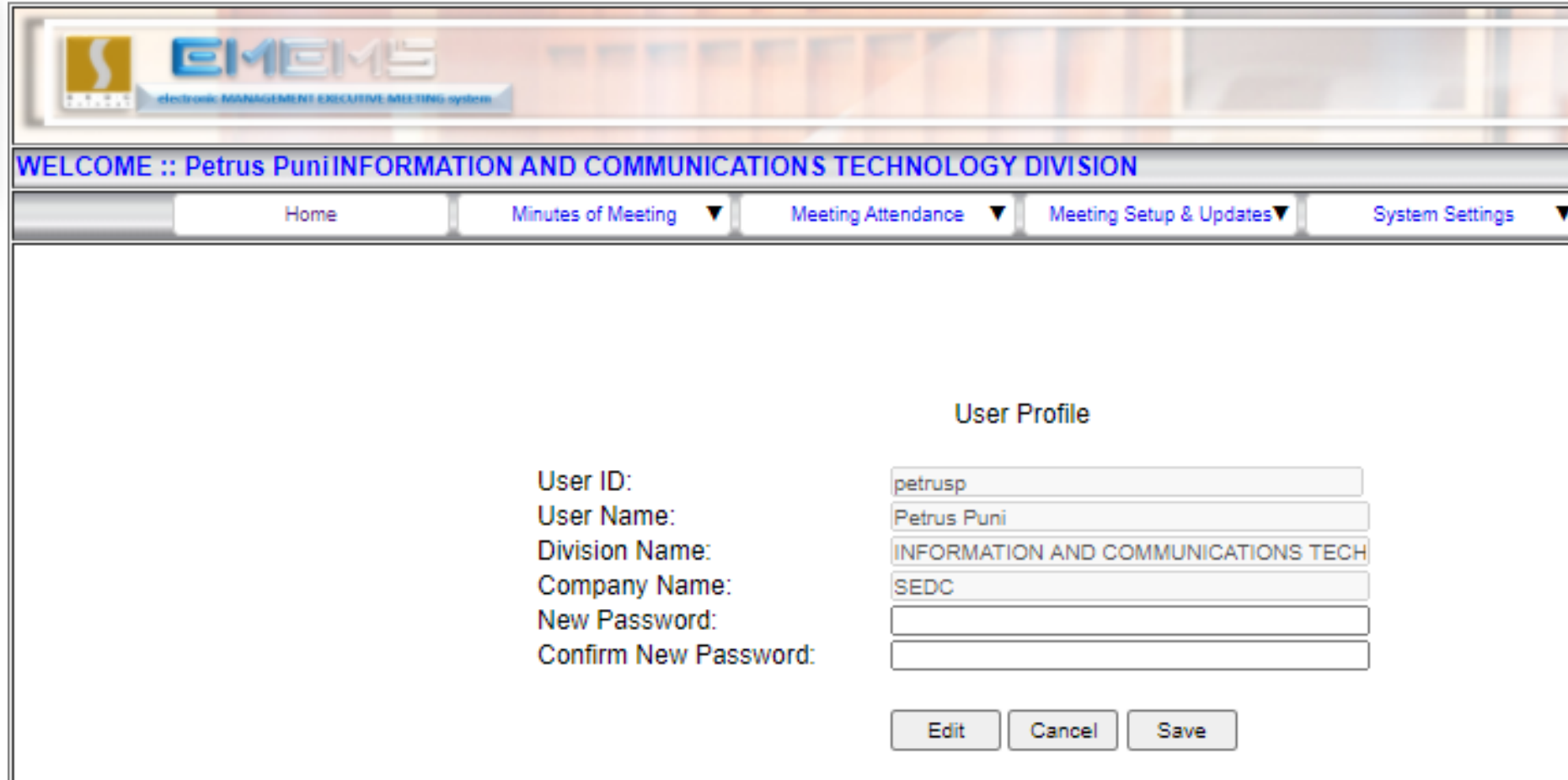
SYSTEM SETTINGS



User  
password update

## Setup User Profile

- Setup changes on system user's password.
- Click **Edit** button to change user password
- Key in password into **New Password** and **Confirm New Password** fields.
- Click **Save** button to save new changes password.



WELCOME :: Petrus Puni INFORMATION AND COMMUNICATIONS TECHNOLOGY DIVISION

Home Minutes of Meeting Meeting Attendance Meeting Setup & Updates System Settings

### User Profile

User ID:	<input type="text" value="petrusp"/>
User Name:	<input type="text" value="Petrus Puni"/>
Division Name:	<input type="text" value="INFORMATION AND COMMUNICATIONS TECH"/>
Company Name:	<input type="text" value="SEDC"/>
New Password:	<input type="password"/>
Confirm New Password:	<input type="password"/>

SYSTEM SETTINGS



System security access

## Setup User Profile

- Setup changes on system user's password.
- Click **New button** to create New User access.
- Fill all relevant fields accordingly
- Click **Save** button to save new user access.
- Click **Select** button on selected user to edit existing user access
- Click **Update** button enable editing
- Click **Save** button to save new changes.

electronic MANAGEMENT EXECUTIVE MEETING system

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WELCOME :: Petrus Puni

Home
Minutes of Meeting ▼
Meeting Attendance ▼
Meeting Setup & Updates ▼
System Settings ▼

**User Access Security Control**

Select	Userid	UserName	Password	AccessLvl	Divld	UserDiv
Select	yapyc	Encik Yap Yien Chiang	yapyc	Maintenance	4	INTERNAL AUDIT DIVISION
Select	rashidah	Puan Rashidah Hj Maideen	rashidah	Maintenance	16	LEGAL AFFAIRS DIVISION
Select	zamir	Encik Zamirudin Bin Haji Ahmad	zamir	Maintenance	21	ENTREPRENEUR & COMMUNITY DEVELOPMENT DIVISION
Select	insor	Encik Sylvester Insor Lingam	insor	Maintenance	12	AGRO-FOOD BASED DIVISION
Select	nelson	Encik Nelson Kebing Raon	nelson	Maintenance	11	PROPERTY DIVISION
Select	rozita	Puan Rozita Mohamad Ibrahim	rozita	Maintenance	17	ENGINEERING AND PROJECT MANAGEMENT DIVISION
Select	alanpoh	Encik Alan Poh	alanpoh	Maintenance	43	SARA URUSHARTA SDN BHD
Select	test	test user	test	Maintenance	7	TOURISM & HOSPITALITY DIVISION
Select	billy	Billy Christian David	billy	Maintenance	15	PLANNING AND MONITORING DIVISION
Select	petrusp	Petrus Puni	a	Admin	3	INFORMATION AND COMMUNICATIONS TECHNOLOGY DIVISION

12

Password:

User ID:

User Name:

User Category:  ▼

Access Level:  ▼

Division:  ▼

Company:

Multy Division:  ▼

SYSTEM SETTINGS



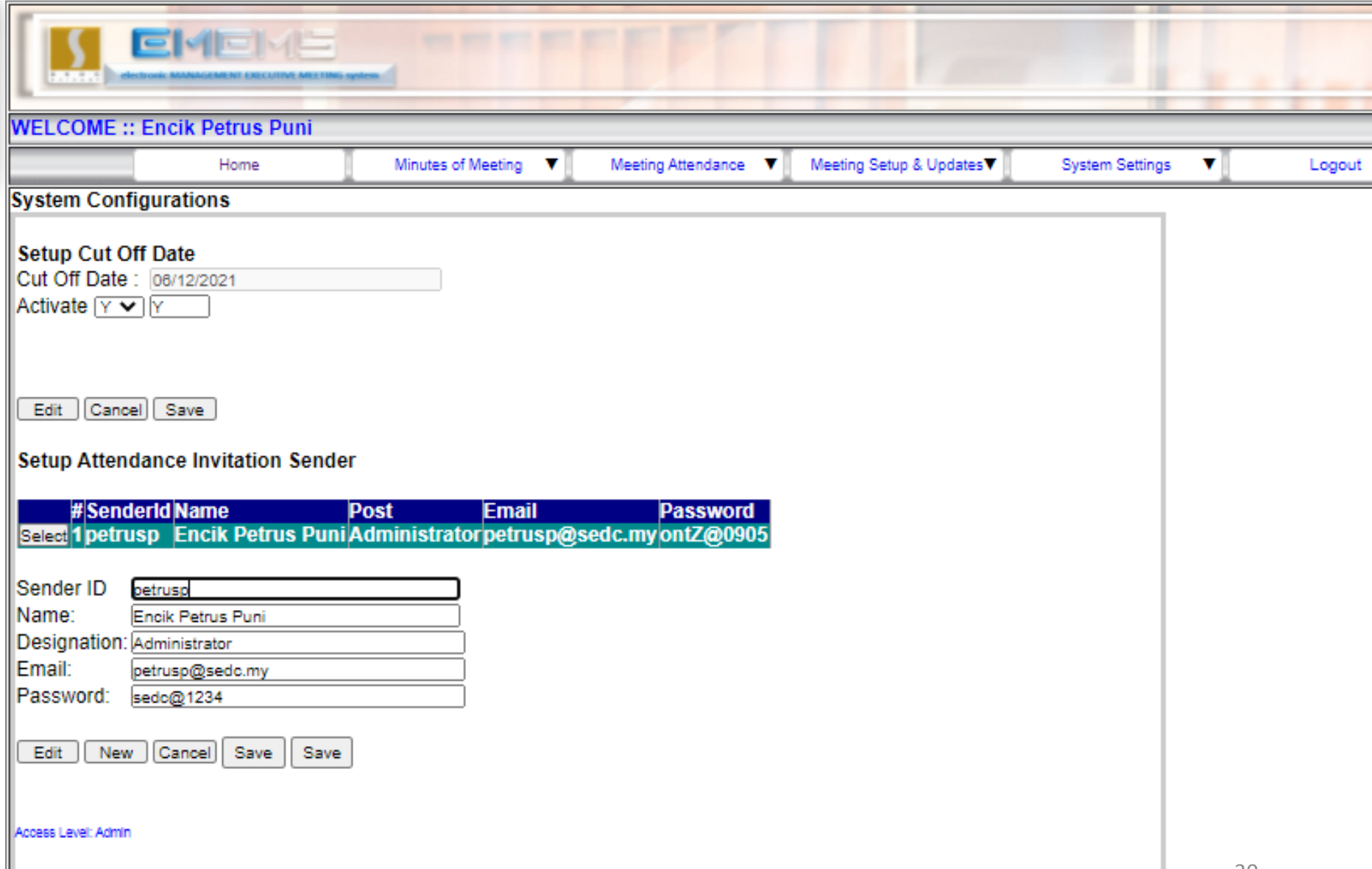
System configurations

## Setup cut-off date

- Setup due date of submitting the updates for the matter arising status
- Click Edit button to change the Cut off date.

## Setup Attendance invitation sender (for assigned secretariat)

- Setup email configuration for sending email notification to meeting attendees



WELCOME :: Encik Petrus Puni

Home Minutes of Meeting Meeting Attendance Meeting Setup & Updates System Settings Logout

### System Configurations

**Setup Cut Off Date**  
 Cut Off Date : 06/12/2021  
 Activate  Y  Y

Edit Cancel Save

**Setup Attendance Invitation Sender**

#	SenderId	Name	Post	Email	Password
Select 1	petrusp	Encik Petrus Puni	Administrator	petrusp@sedc.my	ontZ@0905

Sender ID:   
 Name:   
 Designation:   
 Email:   
 Password:

Edit New Cancel Save Save

Access Level: Admin

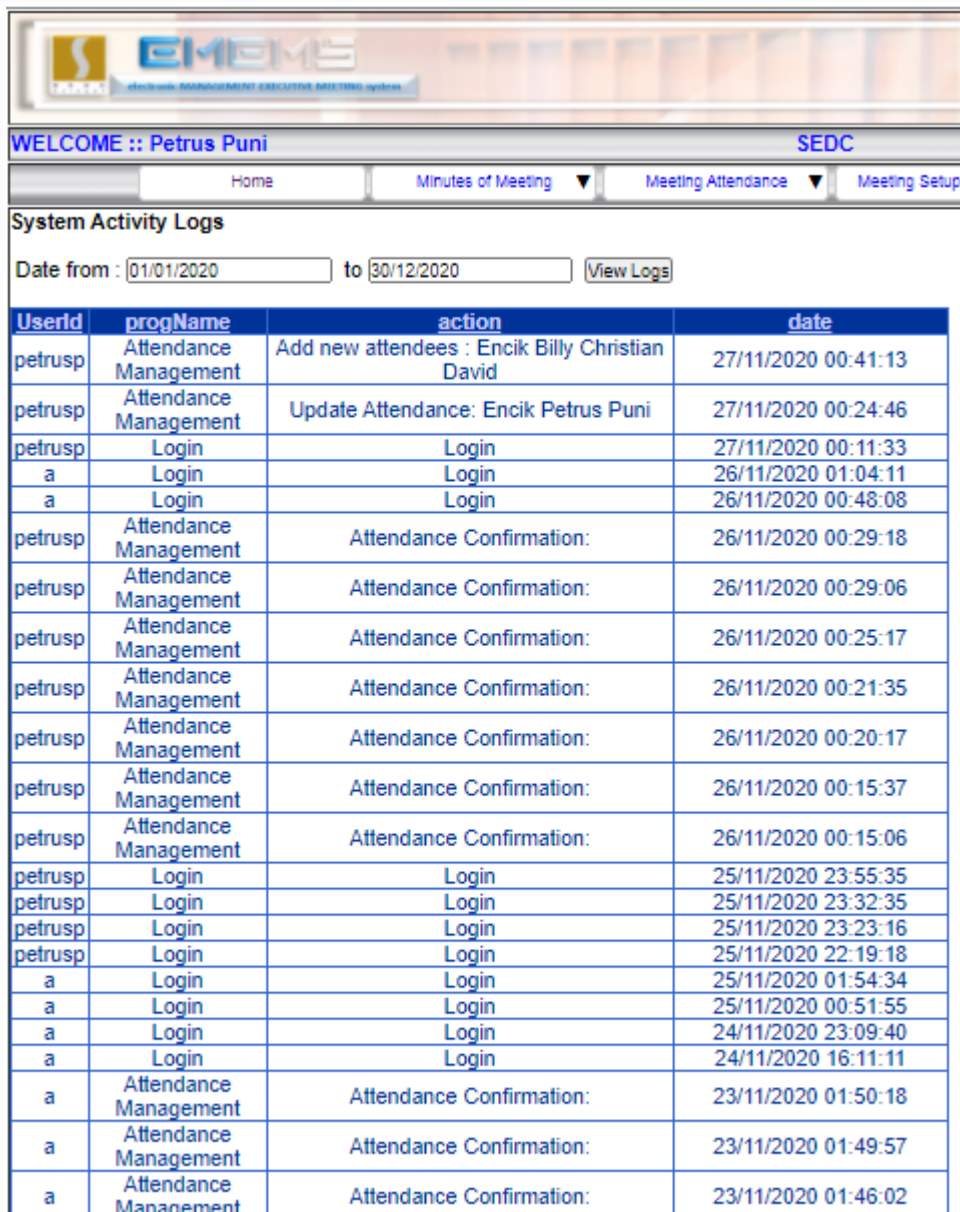
SYSTEM SETTINGS



System logs

## System activity logs

- Track on system usage activities.
- Key in date **into Date From** and **Date To** fields
- Click **View Logs** button to list down the activity logs within the date range.



The screenshot shows the EMELS web application interface. At the top, there is a navigation bar with 'WELCOME :: Petrus Puni' and 'SEDC'. Below this is a menu with 'Home', 'Minutes of Meeting', 'Meeting Attendance', and 'Meeting Setup'. The main content area is titled 'System Activity Logs' and includes a date range filter: 'Date from : 01/01/2020 to 30/12/2020' with a 'View Logs' button. Below the filter is a table of activity logs.

Userid	progName	action	date
petrusp	Attendance Management	Add new attendees : Encik Billy Christian David	27/11/2020 00:41:13
petrusp	Attendance Management	Update Attendance: Encik Petrus Puni	27/11/2020 00:24:46
petrusp	Login	Login	27/11/2020 00:11:33
a	Login	Login	26/11/2020 01:04:11
a	Login	Login	26/11/2020 00:48:08
petrusp	Attendance Management	Attendance Confirmation:	26/11/2020 00:29:18
petrusp	Attendance Management	Attendance Confirmation:	26/11/2020 00:29:06
petrusp	Attendance Management	Attendance Confirmation:	26/11/2020 00:25:17
petrusp	Attendance Management	Attendance Confirmation:	26/11/2020 00:21:35
petrusp	Attendance Management	Attendance Confirmation:	26/11/2020 00:20:17
petrusp	Attendance Management	Attendance Confirmation:	26/11/2020 00:15:37
petrusp	Attendance Management	Attendance Confirmation:	26/11/2020 00:15:06
petrusp	Login	Login	25/11/2020 23:55:35
petrusp	Login	Login	25/11/2020 23:32:35
petrusp	Login	Login	25/11/2020 23:23:16
petrusp	Login	Login	25/11/2020 22:19:18
a	Login	Login	25/11/2020 01:54:34
a	Login	Login	25/11/2020 00:51:55
a	Login	Login	24/11/2020 23:09:40
a	Login	Login	24/11/2020 16:11:11
a	Attendance Management	Attendance Confirmation:	23/11/2020 01:50:18
a	Attendance Management	Attendance Confirmation:	23/11/2020 01:49:57
a	Attendance Management	Attendance Confirmation:	23/11/2020 01:46:02

System Version : 2023 V1.0

System Developed by: Petrus Puni  
Information & Communications Technology Division

Development Tools: Microsoft Visual Studio Professional 2013  
Database: Microsoft SQL Server Express Edition 2012

Documentation Prepared By: Petrus Puni  
Information & Communications Technology Division

Documentation Verified By: