

5. 技術相談事業に係るプロポーザル



UNIT PERANCANG EKONOMI  
Economic Planning Unit  
JABATAN PERDANA MENTERI  
Prime Minister's Department  
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19 APR 2000

Malaysia Office

Ruj. Tuan:  
Your Ref:

SC 0059 P. 2/10

Ruj. Kami:  
Our Ref:

9) dlm. UPE(S)40/  
240/185 Vol. III

Tarikh:  
Date:

19 April 2000

BY FAX

Resident Representative  
JICA Malaysia Office,  
Suite 29.03, Level 29,  
Menara Lion,  
165, Jalan Ampang,  
50450 Kuala Lumpur.

Dear Sir,

**Proposal to Set Up an Engineering Consultancy Services (ECS)**

We wish to refer to the above mentioned matter.

2. We are pleased to forward herewith a proposal from the Manpower Department to set up an Engineering Consultancy Services (ECS) under the Japan-Malaysia Technical Institute. The Economic Planning Unit (EPU) has no objections to the request and wish to support the application.

3. Your kind cooperation in this matter is highly appreciated.

Yours faithfully,

(K. Thillainadarajan)  
for Director General,  
Economic Planning Unit.

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c.c.:

Mr. H. Katsuki  
Second Secretary,  
Embassy of Japan  
No. 11, Pesiaran Stonor,  
Off Jalan Tun Razak,  
50450 Kuala Lumpur.

Ecs-jmi(h52)

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JAPAN-MALAYSIA TECHNICAL INSTITUTE (JMTI)  
MANPOWER DEPARTMENT  
MINISTRY OF HUMAN RESOURCES MALAYSIA

PROPOSAL TO SET UP AN  
ENGINEERING CONSULTANCY SERVICES (ECS)

Director  
Japan-Malaysia Technical Institute (JMTI)

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**JAPAN-MALAYSIA TECHNICAL INSTITUTE (JMTI)  
MANPOWER DEPARTMENT  
MINISTRY OF HUMAN RESOURCES, MALAYSIA**

**PROPOSAL TO SET-UP AN  
ENGINEERING CONSULTANCY SERVICES (ECS)**

**1.0 INTRODUCTION**

This paper is to propose the setting up of an Engineering Consultancy Services (ECS) Department under the Japan-Malaysia Technical Institute (JMTI). It is to be carried out as part of the Technical Cooperation Project for JMTI.

**2.0 BACKGROUND**

The idea of establishing JMTI was initiated by the Economic Planning Unit (EPU), Prime Minister's Department in 1993. Since then several discussions have been held between the representatives from both governments.

The Record of Discussion (ROD) between the Governments of Japan and Malaysia for the establishment of JMTI Project was signed on the 7<sup>th</sup> October 1997. The Japanese Implementation Team represented the Government of Japan while the Manpower Department, Ministry of Human Resources represented the Government of Malaysia. Manpower Department has been given the responsibility to implement the project. The term of Technical Cooperation for JMTI project is five (5) years commencing from 15<sup>th</sup> January 1998.

JMTI main campus will be located in Bukit Minyak Industrial Park, Seberang Perai, Penang. It was scheduled to be completed in October 1999. However, operation of JMTI has commenced since July 1998 at its temporary campus using the existing facilities of the Centre for Instructor and Advanced Skill Training (CIASST), Shah Alam, Selangor with its first intake of 58 students. Currently, there are 138 students enrolled in four (4) training programmes conducted

at JMTI that is Computer Engineering Technology, Electronics Engineering Technology, Manufacturing Engineering Technology and Mechatronics Engineering Technology. The duration of training is three (3) years leading to Diploma in Engineering Technology.

The Engineering Consultancy Services activities had been proposed in the initial plan to establish JMTI. However, the Government of Japan would only consider the assistance of JICA to implement ECS when the permanent campus of JMTI in Bukit Minyak is completed.

### 3.0 ENGINEERING CONSULTANCY SERVICES

Japan-Malaysia Technical Institute is responsible in assisting the development of small and medium scale industries in the manufacturing sectors in Malaysia. Through ECS Department, the following functions will be carried out:

#### (i) *Supervisory Skill Training Programme*

- (1) To plan and conduct surveys and analysis on the requirements of training for supervisory skill;
- (2) To carry out Curriculum Development Based On Actual Site (CUDBAS) or Training Need Analysis (TNA) in the industry for the development of customised courses required by the industry;
- (3) To develop and conduct generic and customised supervisory skill training required by the industry through short courses, seminars, workshops, etc;
- (4) To train the trainers; and
- (5) To hold group discussions on enhancing supervisory skill, knowledge, know-how and techniques among supervisors in industry.

#### (ii) *Continuous Technical and Skill Training Programme*

- (1) To plan, develop and carry out Continuous Technical and Skill Training Programme that aimed at existing skilled manpower in order to attain a higher recognition and qualification;

- (2) To plan, develop and conduct the said training programme as a Full-time and Part-time basis; and
- (3) To offer courses through distant learning and video teleconferencing.

**(iii) Technical Consultancy and Advisory Services to Small and Medium Scale Industry and Entrepreneurs**

- (1) To plan and conduct research and surveys of the small and medium industry's needs;
- (2) To carry out technical consultancy and advisory services to small and medium scale industry and entrepreneurs, which include:
  - Product design
  - Prototyping and small batch production
  - Conduct problem solving and process improvement through training-led consultancy
- (3) To promote ECS activities to the industries and surrounding community;
- (4) To identify, plan and conduct customised, short courses, seminars, workshops, etc. on productivity matters as well as specific technology, knowledge and skill to industrial workers, supervisors, engineers and managers;
- (5) To develop a systematic approach to consultation techniques; and
- (6) To train JMTI instructors in the knowledge, skill and ability in consulting techniques.

**(iv) Information Resource Centre**

- (1) To develop a database management centre consisting database on technology application, training and expertise available;
- (2) To hold discussions with the industry on database development; and
- (3) To give advice on locating specific information required by client through JMTI Information Resource Centre.

The organization chart for ECS is as in Annex I. A total of 32 staff are required to carry out those responsibilities comprising of 26 Vocational Training Officers and additional of 6 supporting staff for the administrative functions.

	Name of Post	No. of Staff Required
1.	J2 Vocational Training Officer (Head of Department)	1
2.	J3 Vocational Training Officer (Head of Division)	4
3.	J3 Vocational Training Officer (Training Consultant)	17
4.	J7 Assistant Voc. Training Officer	4
5.	F5 Assistant System Programmer	1
6.	N7 Chief Clerk	1
7.	N9 Clerk	1
8.	N9 Printing Assistant (Pembantu Penerbitan)	1
9.	F9 Data Processing Operator	1
10.	R11 Driver	1
	<b>Total</b>	<b>32</b>

#### 4.0 ASSISTANCE FROM JAPANESE GOVERNMENT

The Summary Report of the Supplementary Study Team dispatched from Jun 29 to July 5 1996 suggested that ECS be part of the Project-type Technical Cooperation and to be implemented by the Dispatch of Experts. However, JMTI suggested that ECS to be included in the existing JMTI Project as an additional activities apart from the Diploma Technology Programme. Details of request by JMTI for ECS are as follows:

- i. The existing scope of work for Training Planning Expert is extended to cover function (i) and (ii) above with the assistance from Japanese Technical Experts;
- ii. Dispatching of several Short Term Japanese Experts specialising in various area of Supervisory Skill Training Programme to enhance the ability and competency of JMTI instructors in carrying out the said programme to the industry;
- iii. Dispatching of a new Long Term Japanese Expert to assist in developing ECS programme related to function (iii) above and to train JMTI instructors in areas related to Technical

Consultancy and Advisory Services to SMIs in the Manufacturing Sector; and

- iv. Counterpart Training Programme in Japan under the JMTI Project - 3 places per year for its personnel to be trained in Japan in related areas.

## 5.0 CONCLUSION

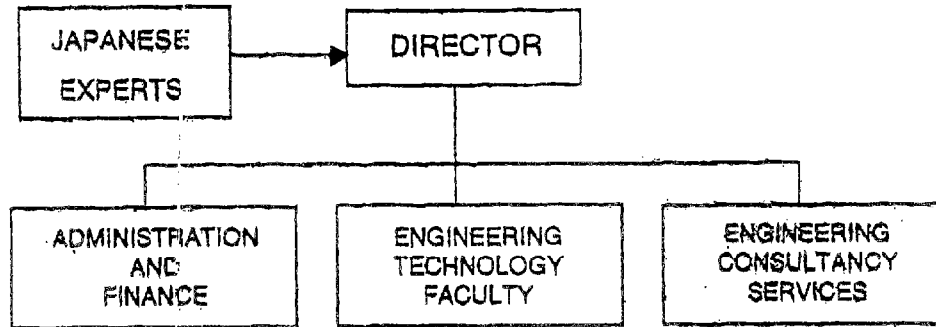
JMTI strongly requested that this proposal for the setting up of the ECS to be approved as soon as possible within the existing Technical Cooperation between the Malaysian and Japanese Governments.

It is hoped that by the end of the Technical Cooperation, with joint efforts between ECS and Technology Training Department, JMTI will have strong technical consulting abilities to assist SMIs.

Director  
Japan-Malaysia Technical Institute (JMTI)



**JMTI BRIEF ORGANIZATION CHART**



**PROPOSED ECS ORGANIZATION CHART**

