



PEMBANGUNAN SUMBER MANUSIA BERHAD
(Human Resources Development Berhad)
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15 July 2004

**EMPLOYERS CIRCULAR NO. 7/2004
CONFERENCES THAT ARE CLAIMABLE UNDER
THE HUMAN RESOURCES DEVELOPMENT FUND**

1. PURPOSE

The purpose of this circular is to inform employers that registered employers sending their workers to attend conferences organised by employers' associations are allowed to claim the conference fees and daily allowances from the Human Resources Development Fund (HRDF).

2. BACKGROUND

- 2.1 It has been the practice of Pembangunan Sumber Manusia Berhad (PSMB) that registered employers when sending their workers for conferences are not eligible to make any claims from the HRDF.
- 2.2 PSMB has received many requests from employers' associations seeking approvals for participants attending conferences, be allowed to have their conference fees reimbursed from the HRDF.

3 ELIGIBILITY

- 3.1 To further stimulate retraining and skills enhancement, the PSMB Board of Directors has decided that registered employers when sending their workers to attend conferences organised by employers' associations are allowed to claim the conference fees and daily allowances from HRDF. Conferences that are claimable from HRDF must adhere to the following guidelines: -
- a. Topics on conferences to be attended by workers must be relating to companies' businesses ;
 - b. Conference fees per day should not exceed RM400 ;
 - c. Conferences must be held locally ;

- d. Conferences should be organised by employers' associations ;
 - e. The duration of the conference should be at least one day (7 hours), but not more than three days ;
 - f. Daily allowances for food, lodging and internal transportation for the duration of the conference will be reimbursable according to the existing guidelines ; and
 - g. Economy rate of traveling by air for participants will be reimbursable.
- 3.2 Applications from employers for training grants to attend conferences will be under the SBL training scheme and the procedures specified must be adhered to.
- 3.3 To ensure that employers are eligible for financial assistance to attend conferences, it is **compulsory for employers' associations** organising the conferences, to obtain written approval from PSMB prior to the commencement of the conference. As stated in the PSMB Act 2001, "employers' association" means any association formed with the object of safeguarding the interests of employers and whose members or any of its members are registered with the Corporation. The organisers must submit applications together with the following list of supporting documents to PSMB, at least two (2) months before the commencement of the conference;
- i. Short write-up about the employers' association (conference organiser)
 - ii. Conference brochure and schedule
 - iii. List of speakers.
 - iv. Conference fee.

4. EFFECTIVE DATE

- 4.1 This circular is effective as from 1 August 2004.

Thank you.

**"PEKERJA TERLATIH MENJANA KECEMERLANGAN"
"BERSAMA SEIRING MENGHADAPI GLOBALISASI"**

Yours sincerely,

(MEJ (B) VAN WENG HONG)
General Manager
Training Grant Division
For Chief Executive
Pembangunan Sumber Manusia Berhad

Copy to : Employers' Associations