



PEKELILING MAJIKAN BIL. 9/2006

CONFERENCES AND SEMINARS ARE CLAIMABLE FROM THE HRDF

1 PURPOSE

- 1.1 The purpose of this circular is to inform that employers are now eligible to apply for training grants to attend conferences and seminars and also the maximum allowable fees for such programmes.

2 BACKGROUND

- 2.1 The PSMB Board of Directors, at its meeting on 24 June 2004, decided that registered employers be allowed to claim conference fees, daily allowances as well as the economy rate of travelling by air (if applicable) when attending conferences organised by Employers' Associations, provided that the prior approvals of PSMB had been obtained.
- 2.2 PSMB has received many requests from employers seeking approvals for participants attending conferences, be allowed to have their conference fees reimbursed under the HRDF. PSMB has been informed that the top management of companies especially those from the medical, advertising and lecturers in the Private Institutions of Higher Learning often attended conferences to gain knowledge and insights on new and emerging technologies. The approaches used in conferences are suitable for them as they need to be exposed to the latest issues and researches related to their professions, thus broadening their scope of knowledge on specific subjects. Conferences also allow participants to do networking, exchange of ideas with other participants as well as gain the views of speakers who are mostly experts in their own respective fields. The top management of companies also need to equip themselves with the latest knowledge, information, ideas, current market trends etc. so that they can be at the forefront of the industry and move their companies to a more competitive level.

3 TERMS AND CONDITIONS FOR APPLICATIONS

- 3.1 Consequently, the PSMB Board of Directors at its meeting on 29 June 2006 decided that all "allowable costs" incurred in attending conferences and seminars be claimable under the HRDF subject to the following conditions :-

A. Conference / Seminar Held Locally

- Open to all organisers;
- Topics for the conference / seminar to be attended by participants must be related to participants' job positions and companies' operations;
- Conference / seminar fees will be reimbursed up to a maximum of RM500 per day ;
- The duration of the conference / seminar must be at least one day (7 hours) but not more than three days;
- Daily allowances for food, accommodation and internal transportation for the duration of the conference / seminar will be reimbursable according to existing guidelines. If lunch is provided, a sum of RM 25 will be deducted from the daily allowances ; and
- Economy rates of travelling by air for participants will be reimbursable (if applicable).

B. Conference / Seminar Held Overseas

- Open to all overseas organisers;
- Topics for the conference / seminar to be attended by participants must be related to participants' job positions and companies' businesses;
- Conference / seminar fees will be according to the amount as quoted by organizers;
- Daily allowances for food, accommodation and internal transportation for the duration of the conference / seminar will be reimbursable according to existing guidelines;
- Economy rates of travelling by air for participants will be reimbursable (if applicable); and
- Rate of financial assistance at 50% of the allowable costs.

3.2 Financial assistance to be granted to each employer to attend conferences and seminars for any one year will be subjected to a maximum of 20% of total levy paid in the previous year. This is to ensure that adequate fund will be available for retraining and skills upgrading.

3.3 Conferences or seminars held in-conjunction with annual general assembly or annual general meeting are not eligible under the HRDF.

3.4 Employers when seeking financial assistance for fees and daily allowances from the HRDF are required to submit their applications under the SBL Training Scheme prior to the events. Daily allowances for food, accommodation, internal transportation and airfares (if applicable) for the duration of the conference and seminar will be reimbursable according to the existing guidelines.

4 CONCLUSION

4.1 With this new ruling, PSMB hopes that employers will continue to use the HRDF to develop a more efficient and competitive workforce.

4.2 This circular is effective immediately and supersedes Employers' Circular No. 7/2004.

Thank you.

"PEKERJA TERLATIH MENJANA KECEMERLANGAN"
"PEKERJA CEMERLANG NEGARA TERBILANG"

Yours sincerely,

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