Kementerian Pembangunan Wanita,
Keluarga dan Masyarakat

# Laporan Tahunan
## Annual Report

# 2016

# KETERANGKUMAN SOSIAL KE ARAH KESEJAHTERAAN

**KEMENTERIAN PEMBANGUNAN WANITA, KELUARGA DAN MASYARAKAT**
No 55, Persiaran Perdana Presint 4,
62100 Putrajaya, MALAYSIA.

**www.kpwkm.gov.my info@kpwkm.gov.my**
**twitter.com/kpwkm www.facebook.com/kpwkm**

Hak cipta terpelihara. Tidak dibenarkan mengeluar ulang mana-mana bahagian artikel gambar dan isi kandungan buku ini dalam apa jua bentuk dan apa juga cara sama ada elektronik, fotokopi, mekanikal, rakaman atau cara lain sebelum mendapat izin bertulis daripada penerbit.

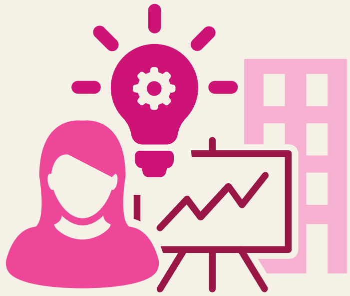
# Laporan Tahunan
## Annual Report
# 2016

KETERANGKUMAN SOSIAL KE ARAH KESEJAHTERAAN

# Visi Vision

Menjadi peneraju utama untuk mencapai kesaksamaan gender, pembangunan keluarga dan masyarakat penyayang dan sejahtera sebagai asas pembentukan sebuah negara maju yang terbilang.

Forefront to achieve gender equality, family and community development as a caring and prosperous basis of a fairly developed country.



# Misi Mission

Mengintegrasikan perspektif wanita dan masyarakat ke dalam arus perdana pembangunan negara serta memperkukuhkan institusi keluarga ke arah peningkatan kesejahteraan sosial.

Integrate the perspectives of women and society into the mainstream of national development and strengthen the family institution towards improving social welfare.

# Matlamat Goal

Membentuk masyarakat yang sejahtera melalui perkongsian tanggungjawab yang strategik dan penyampaian perkhidmatan pembangunan sosial yang cekap dan berkesan.

Develop a prosperous society through the sharing of responsibility of the strategic development and delivery of social services efficiently and effectively.

# Objektif Objectives

1. Meningkatkan penyertaan dan peranan aktif wanita, keluarga dan masyarakat sebagai penyumbang dan penerima faedah pembangunan negara.

   To increase the participation and active role of women, families and communities as contributors and benefits of developed country.

2. Memelihara hak-hak kepentingan wanita, keluarga dan masyarakat dengan adil dan saksama tanpa unsur diskriminasi.

   Importance of preserving the rights of women, families and communities fairly and impartially without discrimination element.

3. Memperluaskan peluang yang saksama kepada wanita dan masyarakat dalam bidang sosial, ekonomi dan politik

   Extending equal opportunities to women and society in social, economic and political.

4. Memantapkan institusi keluarga.

   Strengthen the family institution.

5. Memastikan sistem penyampaian dan sokongan yang cekap dan berkesan.

   To ensure the delivery and support systems that efficiently and effectively.

# Piagam Pelanggan Client Charter

| Jenis Perkhidmatan<br>Types of Services | Piawai Kualiti Perkhidmatan<br>Standards of Quality of Service |
|---|---|
| Masa Menunggu Untuk Mendapatkan Perkhidmatan Di Kaunter<br>Waiting Time at Service Counter | • Kami akan melayan anda dalam masa **LIMA BELAS (15)** minit anda tiba di kaunter perkhidmatan kami.<br>We will entertain you within **FIFTEEN (15)** minutes upon your arrival at the counter. |
| Pengurusan Aduan/ Pertanyaan<br>Management Report/ Question | • Kami akan mengakui penerimaan aduan/pertanyaan anda dalam tempoh **SATU (1)** hari bekerja;<br>We will acknowledge receipt of your complaint/ enquiries within **ONE (1)** working day;<br>• Kami akan memberi maklumbalas terhadap aduan/ pertanyaan anda dalam tempoh **TIGA (3)** hari bekerja.<br>We will provide response to your complaint/enquiries within **THREE (3)** working days. |
| Bayaran Pembekal<br>Payment to Suppliers | • Kami akan memproses bayaran anda (setelah dokumen lengkap) dalam tempoh **EMPAT BELAS (14)** hari bekerja.<br>We will ensure payment to suppliers/ vendors within **FOURTEEN (14)** working days. |
| Pendaftar Kaunselor<br>Registration of Counsellors | • Kami akan memproses pendaftaran anda (semua dokumen lengkap) dalam tempoh **TIGA PULUH (30)** hari bekerja.<br>We will process your registration (with complete documents) within **THIRTY (30)** working days. |

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# Perutusan Menteri

## Message From The Minister

**Kementerian Pembangunan Wanita, Keluarga dan Masyarakat**
Ministry of Women, Family and Community Development

**"Kenangan yang tidak dapat dilupakan ialah mendapat pujian daripada Sekretariat dan ahli *Intergovenmental Council (IGC) of The Management of Social Transformations Programme (MOST), United National Educational, Scientific and Cultural Organisation* (UNESCO) atas kecemerlangan dalam mempengerusikan MOST dan menjadikan program tersebut memberi impak positif dan dihargai"**

**"The most unforgettable moment was receiving an honorary from the Secretariat and members of Intergovernmental Council (IGC) of The Management of Social Transformations Programme (MOST), United National Educational, Scientific and Cultural Organization (UNESCO) for the Excellency in chairing MOST and giving the programme a positive impact and making it appreciated"**

**YB Dato' Sri Rohani Abdul Karim**
Menteri Pembangunan Wanita, Keluarga dan Masyarakat
Minister of Women, Family and Community Development

### Assalamualaikum Warahmatullahiwabarakatuh...

Salam sejahtera dan Salam 1Malaysia,

Saya bersyukur ke hadrat ilahi kerana Laporan Tahunan Kementerian Pembangunan Wanita, Keluarga dan Masyarakat bagi tahun 2016 berjaya diterbitkan untuk dijadikan sebagai tatapan serta rujukan kepada semua. Laporan ini menjadi satu medium komunikasi *non-verbal* yang baik untuk menyampaikan maklumat atau memaparkan program dan aktiviti anjuran kementerian serta agensi dibawahnya sepanjang tahun 2016.

Kementerian sememangnya memainkan peranan penting dalam usaha membangun dan memperkasakan penyertaan golongan wanita dan institusi kekeluargaan untuk bersama-sama mengorak langkah mencapai matlamat negara. Fokus tahun 2016 diberikan sepenuhnya kepada perkhidmatan yang lebih cekap dari sebelum ini dengan memperkemas prosedur kerja sedia ada. Selain itu, transformasi minda juga penting selari dengan komitmen dan program kerajaan.

Sedar atau tidak, tahun 2016 merupakan ulang tahun ke-15 penubuhan Kementerian Pembangunan Wanita, Keluarga dan Masyarakat dan seperti tahun sebelumnya telah banyak melakar pelbagai kejayaan buat seluruh kakitangan organisasi di Kementerian Pembangunan Wanita, Keluarga dan Masyarakat. Ini merupakan tahun yang bertuah bagi saya kerana

Alhamdulillah, thanks to Allah the Almighty for giving us a chance in making Ministry of Women, Family and Community Development Annual Report 2016 successfully published as reference material for everyone. This book has been conformed as one of good non-verbal communication tools that can disseminate the information, programmes and activities that had been conducted by the ministry and its agencies throughout 2016.

The ministry play a major roles in developing and increase the participation and active role of women and family institution altogether in taking the step forward in achieving the national goal. For 2016, the focal point will be fully in making the services more efficient than past years by re-catalog the current working procedure. Besides, the cognitive transformation are also important as it need to be parallel with government commitment and programs.

The year of 2016 has been marked as the 15th anniversary of the establishment of Ministry of Women, Family and Community Development and from the beginning, we achieved various kind of achievement for all staff in Ministry of Women, Family and Community Development. It was an outstanding year for me as I have been entrusted as a Mentor at

saya diberikan kepercayaan untuk menjadi mentor di Universiti Putra Malaysia (UPM) dan dikenali sebagai Menteri Mentor UPM.

Selain itu, kenangan yang paling indah ialah mendapat pujian daripada Sekretariat dan ahli *Intergovenmental Council (IGC) of The Management of Social Transformations Programme (MOST), United National Educational, Scientific and Cultural Organisation* (UNESCO) di atas pelancaran dan mempengerusikan MOST seterusnya menjadikan program tersebut memberi impak positif dan dihargai.

Tahun 2016 ini juga Program Wanita Kembali ke Pasaran Kerja atau *Program Career Comeback* di Malaysia telah mendapat perhatian dan pujian dari delegasi di Persidangan Wanita Sedunia Warsaw manakala "*Program Life at Work Awards* telah berjaya memikat pihak swasta mengambil bahagian dalam membantu menyediakan persekitaran kerja yang lebih kondusif kepada pekerja wanita dan keluarga serta memberi penghargaan kepada syarikat-syarikat yang telah mengambil inisiatif yang bukan sahaja dapat menambahkan bilangan pekerja wanita bahkan meningkatkan mutu dan keupayaan wanita di tempat kerja. Kerjasama erat antara kerajaan dan swasta untuk membudayakan usaha ini menjamin serta pembangunan negara yang mampan dan seimbang untuk seluruh rakyat Malaysia.

Cadangan Malaysia mengenai kepentingan perlindungan kanak-kanak atas talian (*child online protection*) semasa Mesyuarat Peringkat Menteri Kebajikan dan Pembangunan Sosial ASEAN (AMMSWD) Ke-9 dan Mesyuarat AMMSWD+3 Ke-5 yang diadakan pada 29 hingga 30 September 2016 bertempat di Hotel Borobudur, Jakarta, Indonesia telah berjaya menarik perhatian Menteri-menteri ASEAN.

University Putra Malaysia and known as UPM Mentor Minister.

Besides that, one of the most memorable moment was receiving the recognition from the Secretariat and members of Intergovernmental Council (IGC) of The Management of Social Transformations Programme (MOST), United National Educational, Scientific and Cultural Organization (UNESCO) for the smoothness of chairing the MOST and making the respective programme a positive impact and appreciated.

The year of 2016 also successfully make 'Program Wanita Kembali ke Pasaran Kerja' or Program Career Comeback in Malaysia receive a spotlight view and a great feedback from all delegations at Warsaw World Women Conference, while "Program Life at Work Awards" successfully attached the private sector to participated to help providing health environment work station to the woman worker and the family. This is to appreciate the companies that gave the opportunity that were not only improve the amount of the woman worker yet also enhance the quality and woman ability at the workplace. The friendly relationship between the government and private sector to make this effort as a culture in guaranteed a strong and balance national development for the Malaysia betterment.

Furthermore, Malaysian government idea on the importance of child online protection during 9th Meeting of Ministry of Social Welfare and Development level ASEAN (AMMSWD) and 5th AMMSWD+3 Meeting that have been conducted on 29th and 30th September 2016 respectively. The meeting takes place at Borobudur Hotel, Jakarta, Indonesia has attracted the fellow ASEAN ministers' attention.

Tahun 2016 turut memperlihatkan pelaksanaan *Roadshow* Pelan Tindakan Pemerkasaan Ibu Tunggal sebagai usaha untuk meuar-uarkan kewujudan Pelan Tindakan Pemerkasaan Ibu Tunggal kepada semua agensi-agensi kerajaan dan swasta, pertubuhan-pertubuhan bukan kerajaan serta golongan ibu tunggal. Golongan ini perlu dibantu demi impak kesejahteraan masyarakat secara umumnya dan negara secara amnya bak kata pepatah yang berbunyi, "*When you empower a woman, you empower a nation*."

Di kesempatan ini, saya ingin merakamkan jutaan terima kasih kepada semua yang terlibat dalam penerbitan laporan tahunan ini. Saya berharap agar KPWKM akan terus cemerlang pada masa akan datang dalam memperjuangkan kebajikan serta kesejahteraan kumpulan sasar dan rakyat secara amnya. Selamat Maju Jaya.

Despites all the achievements, 2016 also launched a roadshow for Single Mother Empowerment Action Plan to spread the news about the existence of this action plan to all agencies: government and private sector, non-government organizations and importantly our focus group, single mother. This focus group need to be help for sake of social betterment generally and specifically. Like old proverb says, "When you empower a woman, you empower a Nation".

Lastly, I would like to express my gratitude to all individuals that involve in publishing this annual report directly or indirectly. I hope that, Ministry of Women, Family and Community Development will keep their best continued success in fighting the betterment of our focus group and community generally. All the best.

**YB Dato' Sri Rohani Abdul Karim**

**Menteri Pembangunan Wanita,**
**Keluarga dan Masyarakat**
**Minister of Women,**
**Family and Community Development**

# Seulas Pinang

## Message From Secretary General

**Kementerian Pembangunan Wanita, Keluarga dan Masyarakat**
Ministry of Women, Family and Community Development

**"Di dalam Laporan Tahunan ini, direkodkan pelbagai usaha yang telah dijalankan oleh Kementerian bagi memastikan usaha memartabatkan wanita dan institusi keluarga ini berterusan. Buktinya, pelbagai program dan aktiviti telah dilaksanakan sepanjang tahun 2016 menampakkan kesungguhan Kementerian dalam usaha memartabatkan wanita, memantapkan institusi keluarga serta meningkatkan kesejahteraan sosial masyarakat."**

**"In order to make this vision comes to reality, various programs and activities had been implemented throughout 2016. All of these were to show the seriousness of the Ministry in upholding the women status, enhance the family institution and improve the community. "**

**Datuk Dr. Rose Lena Lazemi**
**Ketua Setiausaha,**
Kementerian Pembangunan Wanita,
Keluarga dan Masyarakat
**Secretary General,**
Ministry of Women,
Family and Community Development

### Assalamualaikum Warahmatullahiwabarakatuh...

Salam sejahtera dan Salam 1Malaysia,

Alhamdulillah, bersyukur ke hadrat Illahi pada tahun ini di atas kejayaan penerbitan Laporan Tahunan Kementerian Pembangunan Wanita, Keluarga dan Masyarakat (KPWKM) 2016. Laporan Tahunan ini merupakan laporan komprehensif yang boleh dijadikan sebagai sumber rujukan atau panduan terhadap kepelbagaian isu yang membabitkan wanita, keluarga dan masyarakat. Di samping itu, ia juga dirakamkan sebagai satu imbasan terbaik dalam menterjemahkan peranan Kementerian dalam usaha memperkasa dan memastikan penyertaan golongan wanita, institusi keluarga dan kelompok masyarakat selaras dengan misi mengintegrasikan wanita dan masyarakat dalam arus perdana pembangunan negara serta memperkukuhkan institusi keluarga ke arah meningkatkan kesejahteraan sosial.

Di dalam Laporan Tahunan ini, direkodkan pelbagai usaha yang telah dijalankan oleh Kementerian bagi memastikan usaha memartabatkan wanita dan institusi keluarga ini berterusan. Buktinya, pelbagai program dan aktiviti telah dilaksanakan sepanjang tahun 2016 menampakkan kesungguhan Kementerian dalam usaha memartabatkan wanita, memantapkan institusi keluarga serta meningkatkan kesejahteraan sosial masyarakat.Segala usaha ini adalah bukti kerjasama seluruh warga kerja KPWKM dalam melaksanakan transformasi dari segala aspek pengurusan sebaik mungkin agar visi, misi dan objektif KPWKM dapat direalisasikan.

Alhamdulillah, thank you to Allah the Almighty for this year, Ministry of Women, Family and Community Development (KPWKM) successfully published its 2016 Annual Report. This comprehensive Annual Report is a vault of guidance for various issues involving women, family and community. In the same time, it is a best method to overview the role of Ministry in initiating the efforts to uphold and ensure the participation of women, family institution and community, so that it is in line with our missions, whereby to integrate women and the community up into national development yet strengthen the family institution to better social development.

In order to make this vision comes to reality, various programs and activities had been implemented throughout 2016. All of these were to show the seriousness of the Ministry in upholding the women status, enhance the family institution and improve the community. Therefore, these endless efforts of all KPWKM staff were a manifestation of a continuous commitment to achieve the vision, mission, and the goals of KPWKM.

Oleh yang demikian, tanpa keberkesanan dasar dan polisi serta pelaksanaan pelan strategik Kementerian melalui jabatan dan agensi-agensi dibawahnya, segala usaha ini hanyalah sia-sia. Tambahan pula, usaha ini turut disambut baik dengan penerimaan dan kelulusan Kerajaan ke atas saranan serta tindakan oleh Kementerian agar masyarakat dapat menikmati faedah terbaik daripada setiap penambahbaikan kepada dasar dan polisi yang telah dibuat.

Akhir kata, saya berharap penerbitan Laporan Tahunan 2016 ini menjadi rujukan dan memberi manfaat kepada semua pihak dalam membuat rancangan penambahbaikan serta pelaksanaan program dan aktiviti pada masa hadapan. Inshaa Allah.

Besides, the peak of 2016 are also comes from the effectiveness of strategic planning and also the foundation and policy of the Ministry through department and the agencies under the Ministry. Plus, the efforts are well taken by the Government through acceptance and approval to the feedback and action of the Ministry so that the community can enjoy the benefits of the improvement.

Finally, I hope that this 2016 Annual Report can be as a guideline to all parties in dealing on how to implement and improve the programme and activities in the future. In Sha Allah.

**Datuk Dr. Rose Lena Binti Lazemi**

**Ketua Setiausaha,**
**Kementerian Pembangunan Wanita, Keluarga dan Masyarakat**
**Secretary General,**
**Ministry of Women, Family and Community Development**

# Carta Organisasi & Profil Pengurusan Tertinggi KPWKM

## Organisational Chart & Top Management Profile KPWKM

# Carta Organisasi
## Organisational Chart

**YB Menteri**
YB Dato' Sri Rohani Abdul Karim

**YB Timbalan Menteri**
YB Datuk Hajah Azizah Datuk Seri Panglima Haji Mohd Dun

**YB Timbalan Menteri**
YB Datin Paduka Chew Mei Fun

**Ketua Setiausaha**
YBhg. Datuk Dr. Rose Lena Lazemi

**LPPKN** – Ketua Pengarah: YBhg. Dato' Dr. Siti Norlasiah Ismail

**JKM** – Ketua Pengarah: YBhg. Dato' Zulkiply Ramli

**NIEW** – Pengarah: YBrs. Puan Rosnina Yaacob

**ISM** – Pengarah: YBrs. Dr. Al-Azmi Bakar

**JPW** – Ketua Pengarah: YBhg. Datuk Yatimah Sarjiman

**Timbalan Ketua Setiausaha (Operasi)**
YBrs. Dr. Waitchalla a/p R.R.V. Suppiag

- **Bahagian Pengurusan Maklumat** – Pengurus Bahagian: Puan Zaiton Ahmad
  - Unit Pembangunan dan Penyelenggaraan Sistem
  - Unit Operasi dan Rangkaian
  - Projek e-Masyarakat
- **Bahagian Pembangunan** – Setiausaha Bahagian: Encik Anuar Isa
  - Unit Pembangunan
- **Bahagian Khidmat Pengurusan** – Setiausaha Bahagian: Puan Akhzailina Md Akhir
  - Unit Pentadbiran Keselamatan dan Logistik
  - Unit Penyelarasan, Keurusetiaan & Kualiti
  - Unit Pusat Sumber
  - Unit Pengurusan Aset
- **Bahagian Akaun** – Setiausaha Bahagian: Kosong
  - Seksyen Perakaunan Pengurusan
  - Seksyen Perundangan dan Pemantauan
  - Seksyen Perakaunan Kewangan
  - Pentadbiran dan Kewangan
- **Bahagian Pengurusan Sumber Manusia** – Setiausaha Bahagian: Puan Hasmawati Mohd Yusoff
  - Unit Pengurusan Perkhidmatan
  - Unit Pengurusan Prestasi
  - Unit Pembangunan Organisasi
  - Unit Pembangunan Tenaga Manusia
  - Unit Pengurusan Psikologi (UPPsI)
- **Bahagian Kewangan** – Setiausaha Bahagian: Encik Mohd Zaini Zakaria
  - Unit Kewangan
  - Unit Akaun

**Unit di bawah Ketua Setiausaha**

- **Unit National Key Result Area (NKRA)** – Setiausaha Bahagian: Puan Safriah Md Azdhar
- **Unit Komunikasi Korporat** – Ketua Unit: Encik Mohd Raziff Zulkafli
- **Unit Penasihat Undang-undang** – Penasihat Undang-undang: Puan Zahida Zakaria
- **Urusetia Lembaga Kaunselor** – Ketua Unit: Encik Suhaimee Abd Ghani
- **Unit Audit Dalam** – Ketua Unit: Encik Ismail Jawahil
- **Unit Integriti** – Ketua Unit: Puan Intan Syahrina binti Zainal Abidin

**Timbalan Ketua Setiausaha (Strategik)**
YBrs. Encik Azman Mohd Yusof

- **Bahagian Dasar Dan Perancangan Strategik** – Setiausaha Bahagian: En. Chua Choon Hwa
  - Unit Wanita Dan Gender
  - Unit Keluarga Dan Kependudukan
  - Unit Kanak-kanak
  - Unit OKU Dan Warga Emas
  - Unit Masyarakat
  - Unit Penyelidikan Data
- **Bahagian Hubungan Antarabangsa** – Setiausaha Bahagian: YBhg. Datin Noorazah Omar
  - Unit Pelbagai Hala
  - Unit Serantau
  - Unit ASEAN Dan Dua Hala
- **Bahagian Kolaborasi Strategik** – Setiausaha Bahagian: YBrs. Dr. Wan Nur Ibtisam
  - Unit NBOS
  - Unit Pemerkasaan Ekonomi
  - Unit CSR
  - Unit KPI

**Petunjuk:**
- Jabatan / Agensi
- Badan Berkanun
- Bahagian / Unit Bertaraf Bahagian
- Seksyen / Unit
- -------- Secara Pentadbiran

# Profil Pengurusan Tertinggi KPWKM

## Top Management Profile KPWKM

**YBhg. Datuk Dr. Rose Lena Lazemi**
Ketua Setiausaha
Secretary General

**YBrs. Dr. Waitchalla a/p R.R.V. Suppiah**
Timbalan Ketua Setiausaha (Operasi)
*Deputy Secretary-General (Operations)*

**YBrs. Encik Azman Mod Yusof**
Timbalan Ketua Setiausaha (Strategik)
*Deputy Secretary General (Strategic)*

**Jabatan Kebajikan Masyarakat**
**Department Of Social Welfare**

**YBhg. Dato' Zulkiply Ramli**
Ketua Pengarah
*Director General*

**Lembaga Penduduk Dan Pembangunan Keluarga Negara**
**National Population And Family Developmen t Board**

**YBhg. Dato' Dr. Siti Norlasiah Ismail**
Ketua Pengarah
*Director General*

**Jabatan Pembangunan Wanita**
**Department Of Women's Development**

**YBhg Datuk Yatimah Sarjiman**
Ketua Pengarah
*Director General*

**Institut Sosial Malaysia**
**Social Institute Of Malaysia**

**YBrs. Dr. Haji Al-Azmi Bakar**
Pengarah
*Director*





**Institut Pengupayaan Wanita Bagi Negara-Negara Berkecuali (NIEW)**
**Nam Institute For The Empowerment Of Women (NIEW)**

**YBrs. Puan Rosnina Yaacob**
Pengarah
*Director*

**Yayasan Kebajikan Negara**
**National Welfare Foundation**

**YBhg. Dato' Rafek Reshidullah**
Ketua Pegawai Eksekutif
*Chief Executive Officer*

**Bahagian Dasar Dan Perancangan Strategik**
**Policy And Strategic Planning Division**

**Encik Chua Choon Hwa**
Setiausaha Bahagian
*Under Secretary*

**Bahagian Hubungan Antarabangsa**
**International Relations Division**

**YBhg. Datin Norazah Omar**
Setiausaha Bahagian
*Under Secretary*

**Bahagian Pengurusan Maklumat**
**Information Management Division**

**Puan Zaiton Ahmad**
Pengurus Bahagian
*Division Manager*

**Bahagian Pembangunan**
**Development Division**

**Encik Anuar Isa**
Setiausaha Bahagian
*Under Secretary*

**Bahagian Khidmat Pengurusan**
**Management Service Division**

**Puan Mini Panggi (memangku)**
Setiausaha Bahagian
*Under Secretary*

**Bahagian Akaun**
**Accounts Division**

**Puan Fauziah Abdullah**
Setiausaha Bahagian
*Under Secretary*

**Bahagian Pengurusan Sumber Manusia**
**Human Resource Management Division**

**Puan Hasmawati Mohd Yusoff**
Setiausaha Bahagian
*Under Secretary*

**Bahagian Kewangan**
**Finance Division**

**Puan Wan Faridah Wan Yusoff**
Setiausaha Bahagian
*Under Secretary*

**Unit National Key Result Area**
**National Key Result Area Unit**

**Encik Mohammad Faizal Abdul Rahim**
Ketua Unit
*Head of Unit*

**Unit Komunikasi Korporat**
**Corporate Communications Unit**

**Encik Mohd Raziff Zulkafli**
Ketua Unit
*Head of Unit*

**Unit Penasihat Undang-Undang**
**Legal Advisory Unit**

**Puan Zahida Zakaria**
Peguam Kanan Persekutuan
*Senior Federal Counsel*

**Unit Lembaga Amalan Kaunselor**
**Counselor Practice Unit**

**Encik Suhaimee Abd Ghani**
Ketua Unit
*Head of Unit*

**Unit Audit Dalam**
**Internal Audit Unit**

**Encik Ismail Jawahil**
Ketua Unit
*Head of Unit*

**Unit Integriti**
**Integrity Unit**

**Puan Intan Syahrina binti Zainal Abidin**
Ketua Unit
*Head of Unit*

# Laporan Prestasi 2016

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# Bahagian Dasar Dan Perancangan Strategik

**Policy and Strategic Planning Division**

# Bahagian Dasar dan Perancangan Strategik

## Policy and Strategic Planning Division

**Program anjuran Bahagian Dasar, KPWKM**
**List of Program That Had Organised by Development Division, KPWKM**

| Bil. *No.* | Program dan Aktiviti *Program and Activities* | Tempat *Venue* | Kumpulan Sasar *Target Group* |
|---|---|---|---|
| 1. | Mesyuarat Berkenaan Peranan *Gender Focal Point* Bersama *Gender Focal Point* Kementerian dan Jabatan<br>Meeting on Roles of Gender Focal Point with Gender Focal Point of the ministry and departments | Bilik Gerakan Aras 36, Kementerian Pembangunan Wanita, Keluarga dan Masyarakat, Putrajaya.<br>Operation Room Level 36, the Ministry of Women, Family and Community Development, Putrajaya. | Gender<br>Gender |
| 2. | Pelancaran Garis Panduan dan Piawaian Pengendalian Kes Keganasan Rumah Tangga<br>Launch of Guidelines and Standards in Handling Domestic Violence Cases | Sime Darby, Ara Damansara, Selangor<br>Sime Darby, Ara Damansara, Selangor | Keluarga<br>Family |
| 3. | Sesi Konsultatif Kementerian Pembangunan Wanita, Keluarga dan Masyarakat Dengan NGO & *Stakeholders* Kumpulan Sasar Bagi Dasar Bajet 2017<br>Consultative Session Ministry of Women, Family and Community Development with the NGO & Target Groups Stakeholders for 2017 Budget Policy | Dewan Perdana Nur, MWFCD<br>Dewan Perdana Nur, MWFCD | Semua kumpulan sasar<br>All target group |
| 4. | Kursus Pengurusan Rumah Perlindungan dan Perlindungan Mangsa Pemerdagangan Orang Siri 3<br>Management of Shelter House and Security for Human Trafficking Victims | | Wanita/ Kanak-Kanak<br>Women/ Childrens |
| 5. | Majlis Pelancaran Pelan Tindakan Orang Kurang Upaya (OKU) 2016-2022<br>Launching of the Action Plan of Persons with Disabilities (PWDs) 2016-2022 | Dewan Perdana Nur, MWFCD<br>Dewan Perdana Nur, MWFCD | OKU<br>PWDs |
| 6. | Kunjungan Hormat Kepada YBhg. Datuk Seri Hj. Hasim Bin Hj. Ismail, Presiden Perbadanan Putrajaya (PPJ) Oleh YB Senator Datin Paduka Chew Mei Fun, Timbalan Menteri Pembangunan Wanita, Keluarga dan Masyarakat<br>Courtesy call to YBhg Datuk Seri Hj Hasim Bin Hj Ismail, President of Putrajaya Corporation (PPJ) by YB Senator Datin Paduka Chew Mei Fun, Deputy Minister Ministry of Women, Family and Community Development | | Keluarga<br>Family |
| 7. | *2nd CBR World Congress 2016*<br>2nd CBR World Congress 2016 | Hotel Berjaya Times Square, Kuala Lumpur<br>Berjaya Times Square Hotel, Kuala Lumpur | OKU<br>PWDs |

| Bil. *No.* | Program dan Aktiviti *Program and Activities* | Tempat *Venue* | Kumpulan Sasar *Target Group* |
|---|---|---|---|
| 8. | *Roadshow on the Thematic Papers for High Level Meeting on Child Rights (HLM3)*<br>Roadshow on the Thematic Papers for High Level Meeting on Child Rights (HLM3) | • Dormani Hotel, Kuching Sarawak<br>• Bengkel Daya Klang, Department of Social Welfare, Selangor<br>• Malaysian Productivity Corporation (MPC), Johor Baru<br>• Dewan Perdana Nur, MWFCD<br>• Dormani Hotel, Kuching Sarawak<br>• Bengkel Daya Klang, Department of Social Welfare, Selangor<br>• Malaysian Productivity Corporation (MPC), Johor Baru<br>• Dewan Perdana Nur, MWFC | Kanak-kanak<br>Childrens |
| 9. | Sesi Khas Pengurusan Tertinggi Agensi Kerajaan Bersama Sir Roger Singleton Mengenai Pemeliharaan Berasaskan Keluarga<br>Special Session for High Management of Government Agencies with Sir Roger Singleton on Family Based Preservation | | Kanak-kanak<br>Childrens |
| 10. | *Conference On Deinstitutionalisation Of Children: A Paradigm Shift*<br>Conference On Deinstitutionalisation Of Children: A Paradigm Shift | Hotel Sunway Putra Kuala Lumpur<br>Sunway Putra Hotel, Kuala Lumpur | Kanak-kanak<br>Childrens |





## Mesyuarat Berkenaan Peranan *Gender Focal Point* Bersama *Gender Focal Point* Kementerian dan Jabatan
## Meeting on Roles of Gender Focal Point with Gender Focal Point of the ministry and departments

**26 Februari/February 2016**

Mesyuarat ini bertujuan untuk memperkukuhkan kefahaman dan meluaskan kesedaran mengenai hasrat kerajaan untuk terus mengarusperdanakan gender terutamanya di dalam perkhidmatan awam.

This meeting aims to strengthen understanding and broaden awareness of the government's intention to continue mainstreaming, particularly in the civil service.

## Pelancaran Garis Panduan dan Piawaian Pengendalian Kes Keganasan Rumah Tangga
## Launch of Guidelines and Standards in Handling Domestic Violence Cases

**9 Mac/March 2016**

Dibangunkan secara kolaborasi bersama-sama dengan sembilan agensi kerajaan ia termasuklah Polis Diraja Malaysia (PDRM), Kementerian Kesihatan Malaysia (KKM), Kementerian Pendidikan Malaysia (KPM), Jabatan Kehakiman Syariah Malaysia (JKSM) dan Jabatan Kemajuan Islam Malaysia (JAKIM).

Developed in collaboration with nine government agencies involved the Royal Malaysian Police (PDRM), the Ministry of Health (MOH), the Ministry of Education (MOE), the Syariah Judiciary Department of Malaysia (JKSM) and the Department of Islamic Development Malaysia (JAKIM).

Piawaian ini diwujudkan supaya setiap pengurusan rumah perlindungan yang menerima mangsa keganasan rumah tangga. Peranan mereka adalah memastikan kepentingan dan kesejahteraan mangsa keganasan rumah tangga dan anak-anak mereka tetap dipelihara walaupun mereka sedang ditempatkan di tempat selamat atau rumah perlindungan yang bersifat sementara.

These standards are established so that each shelters managers are clear with their role in receiving domestic violence victims and also to ensure that the interests and welfare of the domestic violence victims and their children remain preserved even if they are placed in a safe place or shelter for a temporary time.

## Sesi Konsultatif Kementerian Pembangunan Wanita, Keluarga dan Masyarakat Dengan NGO & *Stakeholders* Kumpulan Sasar Bagi Dasar Bajet 2017
## Consultative Session Ministry of Women, Family and Community Development with the NGO & Target Groups Stakeholders for 2017 Budget Policy

**30 Mac/March 2016**

Tujuan sesi ini bagi membolehkan semua pihak yang terlibat menyuarakan cadangan atau idea baharu bagi membantu kumpulan sasar masing-masing dan dikemukakan kepada pihak Kementerian Kewangan sebagai input dalam penyediaan Dasar Bajet 2017.

Consultative sessions will enable all parties involved to voice suggestions or new ideas to help the target groups which are then forwarded to the Ministry of Finance as input in the preparation of the 2017 Budget Policy.

## Bacaan Kali Kedua dan Ketiga Rang Undang-Undang Kanak-Kanak 2015 di Dewan Rakyat dan Bacaan Kali Pertama, Kedua dan Ketiga di Dewan Negara
## The Second and Third Readings of the Rang Undang-undang Kanak-kanak 2015 in Dewan Rakyat in and First, Second and Third Readings in Dewan Negara of Stakeholders for 2017 Budget Policy

**6 April/April & 4 Mei/May 2016**

Rang Undang-Undang (RUU) Kanak-Kanak 2015 telah dibentang dan diluluskan oleh Dewan Rakyat pada 6 April 2016 dan Dewan Negara pada 4 Mei 2016. RUU ini kemudiannya telah digazetkan sebagai Akta Kanak-Kanak 2001 (Pindaan 2016) pada 25 Julai 2016.

*Rang Undang-undang (RUU)* Kanak-kanak 2015 was presented and approved by Dewan Rakyat on 6 April 2016 and the Dewan Negara of on 4 May 2016. This bill was gazetted as the Children Act 2001 (Amendment 2016) on 25 July 2016.

## Kursus Pengurusan Rumah Perlindungan dan Perlindungan Mangsa Pemerdagangan Orang Siri 1
## Management of Shelters and Protections for Human Trafficking Victims Course Series 1

**3 - 5 Ogos/August 2016**

Kursus ini memfokuskan kepada pengecaman mangsa, penghantaran pulang mangsa dan pengurusan rumah perlindungan.

Trainer for this course was from IOM Ukraine which an expert in human trafficking. This course focuses on victim identification, repatriation of victims and shelter management.

## Majlis Pelancaran Pelan Tindakan Orang Kurang Upaya (OKU) 2016-2022
## Meeting on Roles of Gender Focal Point with Gender Focal Point of the ministry and departments

**9 Ogos/August 2016**

Majlis ini diadakan bagi melancarkan Pelan Tindakan Orang Kurang Upaya (OKU) 2016-2022. Pelan tindakan OKU ini dirangka mengikut komitmen terbaharu negara di peringkat antarabangsa melalui penerimaan terhadap ***Incheon Strategy to Make the Right Real for Persons with Disabilities in Asia and the Pacific*** **pada tahun 2012**.

The ceremony was held to launch the Action Plan for Persons with Disabilities (PWDs) 2016-2022. This action plan is designed according to the latest national commitment at the international level through the adoption of the **Incheon Strategy to Make the Right Real for Persons with Disabilities in Asia and the Pacific in 2012**.

## 2nd CBR *World Congress* 2016
## 2nd CBR World Congress 2016

**27 - 30 September/September 2016**

2nd CBR World Congress 2016 telah diadakan di Hotel Berjaya Times Square, Kuala Lumpur dari 27 hingga 29 September 2016.

Tema yang dibawa oleh kongres ini ialah "*Empowering & Enabling*" yang menggalakkan pengupayaan bukan sahaja kepada OKU malah

2nd CBR World Congress 2016 was held at Berjaya Times Square Hotel, Kuala Lumpur from 27 to 29 September 2016.

The theme carried by the congress was "Empowering and Enabling" which among other things promotes empowerment not only the disabled but also to the

kepada keluarga dan masyarakat supaya OKU dapat menjadi sebahagian daripada anggota masyarakat yang sangat penting dan tidak terpinggir dalam agenda pembangunan negara. Ini adalah selaras dengan prinsip inklusiviti sepertimana ia terkandung dalam RMKe-11.

family and community members so that the disabled can be part of a very important member of society and not be marginalized in the national development agenda. This is in line with the principle of inclusivity as they are in 11th MP.

## *Roadshow on the Thematic Papers for High Level Meeting on Child Rights* (HLM3)
## Roadshow on the Thematic Papers for High Level Meetingon Child Rights (HLM3)

**29 September/September • 4 & 6 Oktober/October • 1 November/November 2016**

Bagi tujuan pelaksanaan dan persiapan untuk *High Level Meeting on Child Rights* (HLM3) yang diadakan pada 7 dan 8 November 2016, antara tindakan yang perlu diambil oleh Malaysia dan negara ahli yang lain ialah mendapatkan maklum balas menyeluruh di peringkat akar umbi mengenai syor-syor yang dikemukakan melalui *thematic papers* tersebut serta kesesuaiannya untuk diaplikasi dalam negara.

Bagi mendapatkan maklum balas,komen dan cadangan, KPWKM telah mengadakan *roadshow thematic papers* HLM3 bersama *stakeholders* KPWKM pada 29 September 2016 di Kuching Sarawak (Zon Sarawak), 4 Oktober 2016 di Selangor (Zon tengah) dan 6 Oktober 2016 di Johor Bahru (Zon Selatan). Konsultasi ini diadakan dengan kerjasama Jabatan Kebajikan Masyarakat dan UNICEF dengan penyertaan pelbagai agensi Kerajaan dan NGO yang berkaitan.

For the purpose of implementations and preparations for the High Level Meeting on Child Rights (HLM3) held on 7 and 8 November 2016, actions to be taken by Malaysia and other member states is to get a comprehensive response at the grassroots level about recommendations made through the thematic papers and their suitability to be apply in this country.

To obtain feedbacks / comments / suggestions, the ministry held a roadshow HLM3 thematic papers together with ministry stakeholders on 29 September 2016 in Kuching, Sarawak (Sarawak  Zone), 4 October 2016 in Selangor (Central Zone) and 6 October 2016 in Johor Bahru ( Southern Zone). These consultations were held in collaboration with the Department of Social Welfare and UNICEF, with the participation of various government agencies and NGOs.





Zon Sarawak *Sarawak Zone*

Zon Tengah *Central Zone*

Zon Selatan *Southern Zone*

## *Conference On Deinstitutionalisation Of Children: A Paradigm Shift*
## Conference On Deinstitutionalisation Of Children: A Paradigm Shift

**23 - 24 November/November 2016**

*Conference on Deinstitutionalisation Of Children: A Paradigm Shift* dianjurkan secara bersama oleh KPWKM dan Yayasan OrphanCARE, sebuah NGO yang aktif dalam melaksanakan Pemeliharaan

Conference on Deinstitutionalisation Of Children: A Paradigm Shift organized jointly by the ministry and OrphanCARE Foundation, an NGO active in the implementation of the Family-Based Care in Malaysia.

Berasaskan Keluarga (PBK) di Malaysia. Seminar ini bertujuan untuk menyebar luas maklumat mengenai pelaksanaan konsep Pemeliharaan Berasaskan Keluarga di Malaysia serta untuk memahami fungsi agensi Kerajaan dan NGO bersama-sama ahli masyarakat dalam melaksanakan PBK ini.

The seminar aims to disseminate information on the implementation of the Family-Based Care concept in Malaysia as well as to understand the functions of government agencies and NGOs together with members of the community in the implementation of this Family-Based Care.

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# Bahagian Kewangan

## Finance Division

# Bahagian Kewangan
## Finance Division

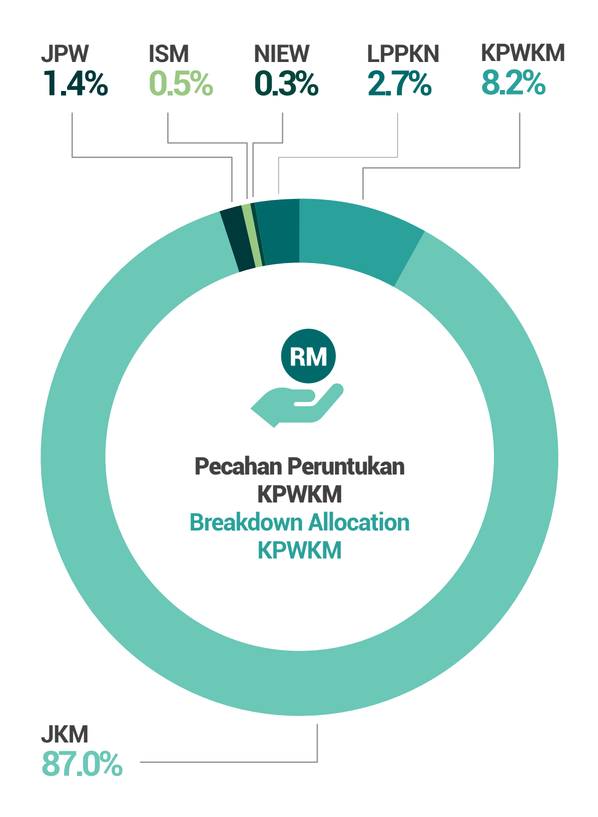
### Pengurusan Bajet

Kementerian Pembangunan Wanita, Keluarga dan Masyarakat (KPWKM) telah menerima peruntukan sebanyak **RM2,001,315,000,** di bawah Perbelanjaan Mengurus pada awal tahun 2016.

### Budget Management

Ministry of Women, Family and Community Development (KPWKM) had received an allocation of RM2,001,315,000, under the Management Budget in the early year of 2016.

**Rajah 1: Pecahan peruntukan KPWKM bagi tahun 2016**
**Figure 1: Breakdown of allocation KPWKM for 2016**




| Peruntukan Mengurus Tahun 2016<br>*Provision of Managing Year 2016* | |
|---|---|
| **Bahagian Jabatan/Agensi**<br>***Agency/Department Division*** | **Jumlah (RM)**<br>***Total (RM)*** |
| Pengurusan & Perancangan Dasar (KPWKM)<br>Management & Policy Planning (KPWKM) | 128,507,600 |
| Jabatan Kebajikan Masyarakat (JKM)<br>Department of Social Welfare (JKM) | 1,778,677,600 |
| Jabatan Pembangunan Wanita (JPW)<br>Department Of Women's Development (JPW) | 22,002,300 |
| Institut Sosial Malaysia (ISM)<br>Social Institute of Malaysia (ISM) | 9,185,700 |
| Institut Pengupayaan Wanita Bagi Negara-Negara Berkecuali NAM (NIEW)<br>NAM Institute for The Empowerment of Women (NIEW) | 3,191,800 |
| Lembaga Penduduk dan Pembangunan Keluarga Negara (LPPKN)<br>National Population and Family Development Board (LPKKN) | 59,750,000 |
| **Jumlah Keseluruhan**<br>***Total*** | **2,001,315,000** |





Secara keseluruhannya, prestasi perbelanjaan KPWKM bagi tahun 2016 adalah berjumlah **RM1,998,319,635** atau **99.85%**. Lebihan peruntukan yang tidak habis dibelanjakan adalah antara lainnya disebabkan langkah perbelanjaan berhemat selain bil-bil yang tidak sempat dibayar kerana tarikh akhir pembayaran pada **8 Disember 2016** dan tiada tempoh Akaun Kena Bayar (AKB) bagi tahun 2016.

As a whole, the KPWKM expenditure performance for the year 2016 was amounted to **RM1,998,319,635** or **99.85%**. The excess provision that was not fully spent are among others due to prudent spending measures other than bills that were not paid in time because the due date was on **8 December 2016** and no Account Needed to be Paid (AKB) period for the year 2016.

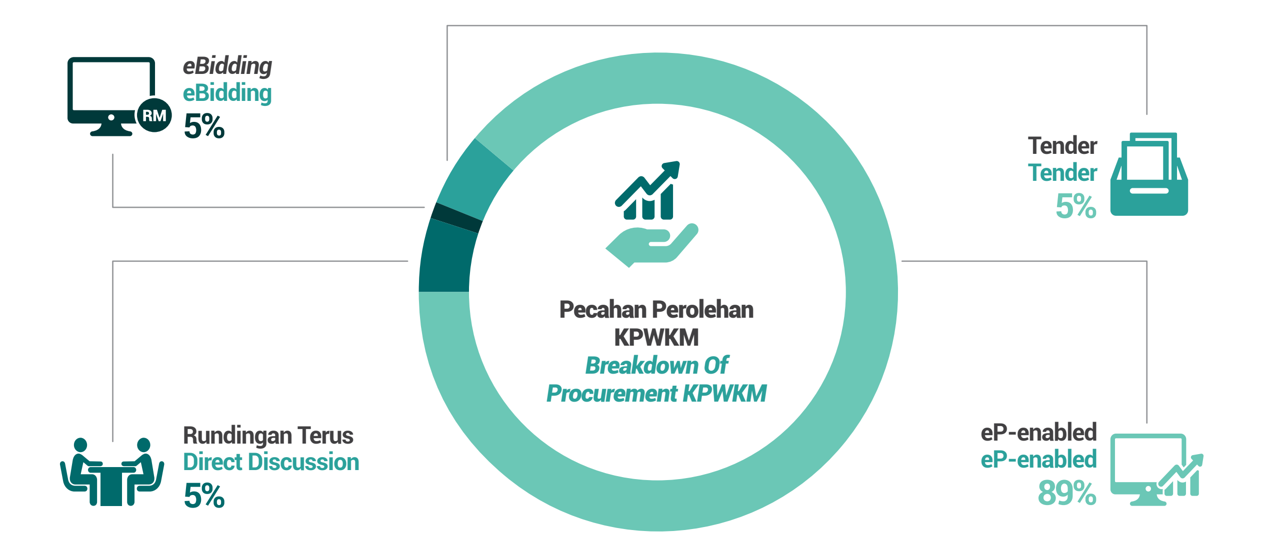
### Pengurusan Perolehan

Bagi urusan perolehan, Bahagian Kewangan bertindak sebagai penyelaras semua urusan perolehan di Kementerian dan Jabatan / Agensi di bawahnya berpandukan kepada tatacara kewangan dan kaedah perolehan semasa yang berkuat kuasa. Ringkasan keseluruhan urusan perolehan bagi KPWKM dan Jabatan / Agensi di bawahnya adalah seperti Rajah 2 di bawah.

### Procurement Management

For business procurement, the Finance Department acts as coordinator for all business procurements in the Ministry and Department/Agency under it according to financial procedures and current procurement methods in force. The overall summary of business procurements for KPWKM and Department/Agency under it is as shown in Diagram 2 below.

**Rajah 2: Pecahan perolehan KPWKM Tahun 2016**
**Figure 2: Breakdown of KPWKM procurement in Year 2016**



Berdasarkan Rajah 2 di sebelah, sebanyak 262 urusan perolehan telah dilaksanakan pada tahun 2016 yang terdiri dari 232 perolehan melalui sebut harga (89%), 14 perolehan melalui tender (5%) dan 13 perolehan secara rundingan terus (5%).

Based on Diagram 2 on the side, a total of 262 business procurements were held in 2016 that consists of 232 procurements through quotation (89%), 14 procurements though tender (5%) and 13 procurements via continuous negotiations (5%).

Perolehan secara *eBidding* merupakan satu modul tambahan di bawah Sistem ePerolehan yang memberi pilihan kepada Kementerian untuk mendapatkan bekalan/perkhidmatan dengan lebih cepat dan kos efektif daripada pembekal yang *eP-enabled*. Sehubungan itu, pada tahun 2016, Kementerian telah melaksana **3 perolehan** secara eBidding (1%).

Procurements through eBidding is an added module under the Sistem ePerolehan that gives choices to the Ministry to gain supply/service faster and cost-effective from suppliers that are eP-enabled. In addition, in 2016, the Ministry has held **3 procurement** via eBidding (1%).

Selaras dengan inisiatif baru dalam perolehan Kerajaan, KPWKM telah memproses penyediaan Pesanan Kerajaan secara elektronik di mana pada tahun 2016 sebanyak **14,349 Pesanan Tempatan** Kerajaan telah diproses melalui sistem ePerolehan.

According to the new initiative in Government procurements, KPWKM has processed Government Order preparations electronically whereas in 2016 a total of **14,349 Local Government Orders** were processed through ePerolehan system.

Pencapaian Penggunaan Sistem eP untuk perolehan bekalan dan perkhidmatan tahun 2016 pula, jumlah keseluruhan perbelanjaan yang dirancang adalah sebanyak **RM150,471,040.00** dan pencapaian dari 1 Januari hingga 31 Disember 2016 adalah berjumlah **RM141,737,749.24** Secara keseluruhannya, peratus pencapaian adalah sebanyak **94.20%** sehingga 31 Disember 2016.

The eP Consumption Achievements System for acquisition supply and service in the year 2016 , the planned total overall expenditure was as many as **RM150,471,040.00** and achievement from 1st January until 31 December 2016 is a total of **RM141,737,749.24**. Overall, the achievement percentage is **94.20%** till 31 December 2016.

Bagi meningkatkan kecekapan pengumpulan dan pengurusan maklumat perolehan, Kementerian Kewangan telah membangunkan *Government Procurement Information System (GPIS)*. Sehubungan itu, semua maklumat perolehan Kementerian bagi tahun 2016 telah dimasukkan ke dalam Sistem GPIS meliputi peringkat awal pelaksanaan perolehan/projek sehingga perolehan/projek selesai.

To increase the efficiency of collection and data management of procurements, the Ministry of Finance has established Government Procurement Information System (GPIS). In addition, all Government procurement data for the year 2016 has been put into the GPIS System covering the early stages of procurement/projects execution till procurement/project completion.

Sebanyak **tujuh kali Mesyuarat Jawatankuasa Sebut Harga (JKSH), KPWKM** telah dilaksanakan yang melibatkan **12 kertas pertimbangan** telah disemak dan dibentangkan kepada ahli Mesyuarat JKSH, KPWKM. Manakala sebanyak **lapan (8) kali Mesyuarat Lembaga Perolehan 'B' telah dilaksanakan** yang melibatkan **30 kertas pertimbangan** telah disemak dan dibentangkan kepada ahli Mesyuarat Lembaga Perolehan 'B', KPWKM.

As much as **7 times the *Mesyuarat Jawatankuasa Sebut Harga (JKSH), KPWKM*** were done that involved **12 consideration papers** were inspected and presented to *Mesyuarat JKSH, KPWKM* members. However **the *Mesyuarat Lembaga Perolehan 'B'* were held eight (8) times** that involved **30 consideration papers** were inspected and presented to Mesyuarat Lembaga Perolehan 'B', KPWKM members.

## Pengurusan Bayaran dan Perakaunan

## Payment and Accounting Management

Bahagian Kewangan juga bertanggungjawab bagi memastikan semua bayaran bil dan tuntutan disempurnakan dalam tempoh 14 hari seperti mana yang ditetapkan dalam Arahan Perbendaharaan 103 (a). Semua bayaran dan terimaan telah diperakaunkan dan diselenggara dengan teratur. Semua penyata penyesuaian bagi terimaan/bayaran/amanah telah dibuat secara berkala mengikut jenis vot masing-masing.

The Finance Department is also responsible to ensure all bill and claim paid in full in a 14 day period as where it is dictated in the Treasury Instructions 103 (a). All payments and receipts has been administered and organized tidily. All adjusting entries for receipts/payments/trust has been done regularly following their own vote types.

Secara keseluruhan, prestasi pembayaran bil Kementerian (tidak termasuk agensi) pada tahun 2016 bagi tempoh tujuh hari adalah 93.62% iaitu sebanyak 4,406 bil. Manakala prestasi bil dalam tempoh tujuh hingga 14 hari adalah 6.38% (233 bil). Pecahan pembayaran bil dalam tempoh tujuh hari dan 14 hari bagi tahun 2016 adalah seperti di Rajah 3 berikut:

As a whole, the bill payment of the Ministry (excluding agencies) in 2016 in a seven day period is 93.62% which is a total of 4,406 bills. However the bill performance in a seven to 14 day period is 6.38% (233 bills). The bills payment fractions in a seven and 14 day period for the year 2016 is as shown in the following Diagram 3:

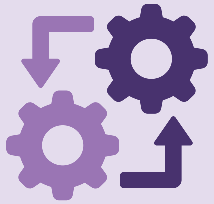
**Rajah 3: Prestasi Pembayaran Bil Kementerian (Tidak Termasuk Agensi) Bagi Tahun 2016**
**Figure 3: Ministry Billing Payment (Excluding Agency) Performance For 2016**

# Bahagian Hubungan Antarabangsa

## International Relations Division

### Fungsi Bahagian Hubungan Antarabangsa
### Functions Of International Relations

Merealisasikan komitmen kerajaan terhadap resolusi, keputusan, pelan tindakan dan konvensyen yang dipersetujui di peringkat antarabangsa;
Implement the government's commitment to resolutions, decisions, and action plans agreed at international conventions;



Menyelaraskan pelaksanaan komitmen kerajaan terhadap instrumen antarabangsa dengan agensi pelaksanaan di peringkat nasional;
Coordinate implementation of the government's international commitments with implementation agencies at the national level;

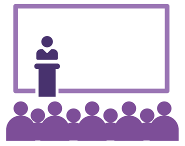
Mewujud dan mempertingkatkan jaringan kerjasama peringkat antarabangsa, serantau dan dua hala;
Establish and enhance global international network regional and bilateral cooperation;

Menyelaraskan pelaksanaan program kerjasama di bawah Memorandum Persefahaman dalam bidang pembangunan wanita, keluarga dan kebajikan masyarakat; dan
Coordinate the implementation of cooperation programs under the Memorandum of Understanding in the eld of women's development, family and social welfare; and

Merancang aktiviti yang membolehkan Malaysia memainkan peranan penting dan berkesan di peringkat antarabangsa.
Plan activities that enable Malaysia to play an important and effective role internationally.

## Unit Pelbagai Hala (AM)
## Multilateral (AM)

### Sidang Kemuncak Wanita Global 2016, Warsaw, Poland
### Global Summit of Women 2016, Warsaw, Poland



**9 - 11 Jun/June 2016**

**Bertemakan:** "*Women: Building an Inclusive Economy in the Digital Age*". Merupakan satu persidangan yang menyediakan platform bagi meneroka strategi praktikal dan amalan terbaik dalam memajukan peluang ekonomi wanita di seluruh dunia.

Sebagai satu platform untuk berkongsi amalan terbaik bagi memperkasakan golongan wanita, sekaligus menggalakkan kerjasama dua-hala bagi mempercepatkan kemajuan wanita di seluruh pelusuk dunia.

YB Menteri KPWKM telah membentangkan kertas bertajuk "*Upholding the Role of Women: Life at Work Award*".

Pembentangan telah menekankan program yang dilaksanakan oleh Kementerian Pembangunan Wanita, Keluarga dan Masyarakat bersama *Talent i Corporation* untuk meningkatkan penyertaan golongan wanita dalam tenaga kerja. YB Menteri berkongsi usaha-usaha yang diambil oleh Kerajaan dalam menyediakan persekitaran yang lebih kondusif kepada golongan wanita melalui penyediaan lebih banyak pusat penjagaan kanak-kanak di tempat kerja selain memperkenalkan Waktu Kerja Anjal.

Selain itu, *Life at Work Award* diwujudkan untuk mengiktiraf dan menghargai peranan pihak swasta yang turut membantu menyediakan persekitaran kerja yang mesra kepada golongan wanita dan keluarga. Kerjasama erat antara pihak kerajaan dan swasta

**Theme:** "Women: Building an Inclusive Economy in the Digital Age"**.** Provides a platform to explore practical strategies and best practices in advancing women's economic opportunities worldwide.

Platform to share best practices for the empowerment of women, as well as promote mutual cooperation to accelerate the advancement of women around the world.

The Honorouble Minister presented a paper titled "Uphold the Role of Women: Life at Work Award"

Her presentation highlighted the programs implemented by the Ministry of Women, Family and Community Development with colabration with Talent i Corporation to increase the participation of women in the workforce. Ministers share the efforts taken by the Government to provide a more conducive environment for women through the provision of more childcare centers at the workplace in addition to introduce the Flexible Working Hours.

In addition, Life at Work Award was created to recognize and appreciate the role of the private sector, which also helps provide a friendly working environment to women and families. Close cooperation between the government and the

untuk membudayakan kepelbagaian dan inklusiviti adalah penting bagi memastikan golongan wanita dan lelaki dapat mengimbangi tuntutan tugas dan keluarga.

private sector to embrace diversity and inclusivity is important to ensure that women and men can balance the demands of job and family.

Program tersebut mendapat perhatian dan pujian daripada delegasi yang hadir dalam sesi meja bulat peringkat menteri yang membabitkan 20 negara iaitu Algeria, Azerbaijan, Cameroon, Mesir, Perancis, Poland, Portugal, Afrika Selatan, Korea Selatan, United Kingdom, Filipina, Maghribi, Vietnam, Jerman, Iceland, Kazakhstan, Liberia, Luxembourg, Mexico dan Malaysia. Delegasi berpendapat program seperti ini boleh dijadikan contoh agar golongan wanita kekal produktif dalam pasaran kerja yang merupakan antara perkara utama dalam mencapai kesaksamaan jantina.

The program gained the attention and praise of the delegates who attended the roundtable discussion at ministerial level involving 20 countries, namely Algeria, Azerbaijan, Cameroon, Egypt, France, Poland, Portugal, South Africa, South Korea, United Kingdom, Philippines, Morocco, Vietnam, Germany, Iceland, Kazakhstan, Liberia, Luxembourg, Mexico and Malaysia. The delegation believes that this program can serve as an example for women to remain productive in the job market which is one of the key point in achieving gender equality.

## Sesi Ke-9 Persidangan Negara Pihak Kepada Konvensyen Mengenai Hak Orang Kurang Upaya, New York, Amerika Syarikat
## The 9th Session of the Convention to Promote and Protect the Rights of Person with Disabilities, New York, United State of America

**14 - 16 Jun/June 2016**

Mesyuarat telah dihadiri oleh Naib Presiden dari kesemua enam wilayah. Selain daripada Pengerusi *Scientific Advisory Committee (SAC)*, seorang *rapporteur*, sekretariat MOST UNESCO dan Pegawai Perwakilan Tetap Malaysia ke UNESCO (PPTM).

The meeting was attended by the Vice-President from all 6 regions. Other than the Chairman of the Scientific Advisory Committee (SAC), a rapporteur, UNESCO MOST Secretariat and the Permanent Representative of Malaysia to UNESCO (PPTM).





**Bertemakan:** "*Implementing the 2030 Development Agenda for All Persons with Disabilities: Leaving No One Behind*"

**Theme:** "Implementing the 2030 Development Agenda for All Persons with Disabilities: Leaving No One Behind"

Membina persekitaran inklusif bagi golongan kurang upaya.

Building inclusive environment for people with disabilities.

Menjadi platform perkongsian amalan terbaik dalam membina persekitaran inklusif bagi golongan kurang upaya.

Being a platform for sharing best practices in building inclusive environment for people with disabilities.

Kenyataan Negara yang disampaikan oleh YB Menteri ialah mengenai Rancangan Malaysia Ke-11 yang turut memberi penekanan kepada pemerkasaan golongan orang kurang upaya melalui penyediaan persekitaran fizikal yang mesra orang kurang upaya dan memperluas latihan serta pembangunan kemahiran bagi meningkatkan kebolehpasaran orang kurang upaya. Selain itu, program pembangunan seperti penubuhan *Independent Living Centre* terus giat dilaksanakan untuk menggalakkan golongan orang kurang upaya hidup berdikari berasaskan komuniti dengan penglibatan aktif pertubuhan bukan kerajaan.

**Outcome:** National Statement presented by the Minister is about the 11th Malaysia Plan, which also emphasizes the empowerment of people with disabilities through the provision of a physical environment that is friendly to persons with disabilities and expand training and skills development to enhance the disabled. In addition, development programs such as establishment of the Independent Living Center to encourage people with disabilities to live independently with the active involvement of community-based non-governmental organization.

## Mesyuarat Bureau of the Intergovernmental Council of the Management of Social Transformations Programme, Paris, Perancis

## Meeting of the Bureau of the Intergovernmental Council of the Management of Social Transformations Program at Paris, France

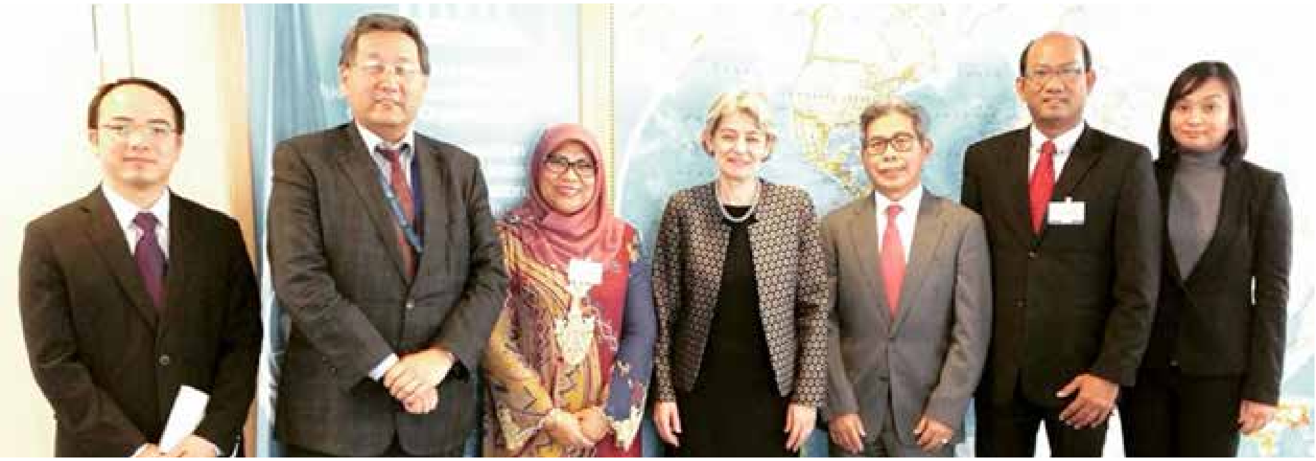
**27 - 28 Januari/January & 15 - 16 September/September 2016**

Persidangan yang menyediakan platform bagi meneroka strategi praktikal dan amalan terbaik dalam memajukan peluang ekonomi wanita di seluruh dunia. YB Menteri selaku Presiden MOST telah mempengerusikan mesyuarat dan telah mencapai persetujuan berikut:

- Bersetuju dengan hala tuju strategik *Management of Social Transformations Programme* termasuk garis panduan penubuhan *MOST Schools* dan *MOST National Committees*;
- Bersetuju dengan *Management of Social Transformations Programme Work Plan* bagi tahun 2016-2017;
- Bersetuju supaya setiap negara anggota mengikut rantau masing-masing mengemukakan rangka kerja bagi tempoh 2016-2017 untuk pertimbangan mesyuarat *Bureau of the Intergovernmental Council of the Management of Social Transformations Programme* yang akan datang;
- Bersetuju supaya *Statute and Rules of Procedure of the Management of Social Transformations Programme* 1994 dikaji semula;
- Bersetuju dengan cadangan agar Malaysia menganjurkan *MOST Ministerial Forum for Asia-Pacific Region* bagi tahun 2017; dan
- Bersetuju supaya peranan dan aktiviti *Management of Social Transformations Programme* dipertingkatkan lagi bagi membolehkan lebih banyak negara anggota mendapat faedah dari program ini.

Discuss strategic issues including directions, programs and activities implemented by member states under MOST. The Honourable Minister as president of MOST had chaired the meeting and reached the following agreement:

- Agree with the strategic direction of the Management of Social Transformations Program, including the establishment of MOST Schools and MOST National Committees Guidelines;
- Agreed with the Management of Social Transformations Program Work Plan for the years 2016-2017;
- Agreed that each member state according to their respective regions present the framework for the period 2016-2017 for consideration by the meeting of the Bureau of the Intergovernmental Council of the Management of Social Transformations Program that will come;
- Agreed that the Statute and Rules of Procedure of the Management of Social Transformations Program is reviewed in 1994;
- Malaysia agreed to organize Asia-Pacific Ministerial Forum of MOST for the year 2017; and
- Agreed to further enhanced the role and activities of the Management of Social Transformations Program to enable more member states benefit from the program.



## Sesi Ke-54 Suruhanjaya Pembangunan Sosial, UN Headquarters, New York, Amerika Syarikat
## 54th Session of the Commission for Social Development, UN Headquarters, New York, United State of America

**13 Mei/May 2016**

YB Menteri Pembangunan Wanita, Keluarga dan Masyarakat telah dijemput untuk membentangkan kertas kerja semasa persidangan tersebut atas kapasitinya sebagai *President of the Intergovernmental Council of the Management of Social Transformations* (MOST) *Programme* bagi penggal 2015-2017.

The Minister of Women, Family and Community Development has been invited to present a paper during the conference in his capacity as President of the Intergovernmental Council of the Management of Social Transformations (MOST) Program for the term 2015-2017.

YB Menteri merupakan antara pembentang kertas kerja dalam salah satu side event bertajuk *The Social Dimensions of the 2030 Agenda* yang diadakan bersempena dengan persidangan berkenaan. Side event tersebut telah dihadiri oleh lebih 80 orang delegasi dari negara-negara anggota suruhanjaya berkenaan.

The Minister was among the presenters in a side event titled "The Social Dimensions of the 2030 Agenda", held in conjunction with the conference. Side event was attended by over 80 delegates from member countries of the commission.

Dalam pembentangan kertas kerja berkenaan, YB Menteri Pembangunan Wanita, Keluarga dan Masyarakat telah menyentuh tentang peranan dan sumbangan yang boleh dilakukan oleh *Management of Social Transformations Programme* dalam mencapai objektif yang ditetapkan dalam *Sustainable Development Goals 2030*. Program ini akan diperkukuhkan melalui 6 langkah strategik untuk membantu negara anggota dalam membangunkan polisi berdasarkan penyelidikan agar dasar-dasar yang dilaksanakan dapat membantu negara anggota mencapai objektif yang ditetapkan dalam *Sustainable Development Goals*.

In the presentation of the working paper, the Minister of Women, Family and Community Development has been touched on the role and contribution that can be made by the Management of Social Transformations Program in achieving the objectives set out in the Sustainable Development Goals by 2030. The program will be strengthened through 6 strategic move to assist member states in developing policies based on research to achieve the objectives set out in the Sustainable Development Goals.

Beliau juga berkongsi tentang Rancangan Malaysia Ke-11, pelan pembangunan 5 tahun Malaysia yang mencerminkan penetapan matlamat yang selari dengan objektif *Sustainable Development Goals*. Rancangan Malaysia Ke-11 juga menekankan tentang konsep inklusiviti yang merupakan salah satu intipati dalam *Management of Social Transformations Programme* untuk memastikan rakyat Malaysia mendapat manfaat daripada pertumbuhan ekonomi tanpa mengira gender, etnik, status sosioekonomi dan kedudukan geografi.

The Minister of Women, Family and Community Development also shared on the 11th Malaysia Plan, Malaysia's 5-year development plan that reflects the goal-setting in line with the objectives of the Sustainable Development Goals. 11th Malaysia Plan also emphasizes the concept of inclusivity which is one of the essence of the Management of Social Transformations Program to ensure that all Malaysians benefit from economic growth regardless of gender, ethnicity, socioeconomic status and geographical position.





# Unit Serantau (AR)
# The Regional Unit (AR)

## Kunjungan Hormat oleh Duta Besar Republik Iran di Malaysia, TYT Marzieh Afkhamzadeh ke atas YB Dato' Sri Rohani Abdul Karim
## Courtesy Call by Embassy of the Republic of Iran in Malaysia, HE Marzieh Afkhamzadeh on YB Dato 'Sri Rohani Abdul Karim

**12 Februari/February 2016**

Kunjungan ini membincangkan kerjasama antara KPWKM dan Iran dalam konteks pemerkasaan wanita dan orang kurang upaya (OKU).

Discuss cooperation between the ministry and Iran in the context of the empowerment of women and persons with disabilities (PWDs).

Susulan daripada kunjungan hormat tersebut, TYT Marzieh Afkhamzadeh dan delegasi Kedutaan Iran membuat lawatan Ke Pusat Latihan Perindustrian dan Pemulihan (PLPP) Bangi, Selangor, pada 11 Mac 2016.

In conjunction to the courtesy call, Her Excellency Marzieh Afkhamzadeh and Iranian Embassy's delegation visited the Industrial Training and Rehabilitation Center (PLPP) Bangi, Selangor, 11 March 2016

Antara tujuannya mempelajari amalan terbaik dan perkhidmatan yang disediakan oleh JKM kepada orang kelainan upaya (OKU) melalui latihan vokasional dan pemulihan perubatan.

**Objective:** To study on best practices and services provided by JKM to persons with disabilities (PWDs) through vocational training and medical rehabilitation.

Delegasi Kedutaan Iran dibawa untuk melihat kelas-kelas latihan vokasional yang disediakan bagi golongan OKU seperti kelas seni lukis dan batik, menjahit, dan komputer serta dibawa untuk melihat bengkel bagi membuat alatan untuk golongan OKU seperti kaki dan tangan palsu.

Iranian Embassy delegation was taken to a tour to all vocational training classes such as batik painting, sewing, computer classes and workshop for making tools for people with disabilities such as prostheses.

## APEC Women and The Economy Forum 2016 di Lima, Peru
## APEC Women and the Economy Forum 2016 in Lima, Peru

**20 - 30 Jun/June 2016**

Forum ini telah dihadiri oleh menteri-menteri dan pegawai kerajaan yang mewakili 21 ekonomi APEC serta pakar ekonomi dan sektor swasta. KPWKM telah diwakili oleh YB Timbalan Menteri Pembangunan Wanita, Keluarga dan Masyarakat, Senator Datin Paduka Chew Mei Fun.

This forum was attended by ministers and government officials representing 21 APEC economies as well as economists and the private sector. Ministry of Women, Family and Community Development has been represented by The Hon. Deputy Minister Senator Datin Paduka Chew Mei Fun.

Forum ini yang bertemakan *Breaking Barriers to Economics Integration of Women in the Global Market* telah dirasmikan oleh *The Honourable Marcela Huaita, Minister of Women and Vulnerable Population*, Peru. Dalam sesi *High Level Policy Dialogue on Women and the Economy*, YB Timbalan Menteri Pembangunan Wanita, Keluarga dan Masyarakat telah menyampaikan kenyataan negara berhubung wanita dan ekonomi di Malaysia.

The forum with the theme Breaking Barriers to Economics Integration of Women in the Global Market was officiated by The Honorable Marcela Huaita, Minister of Women and Vulnerable Population, Peru. During the High Level Policy Dialogue on Women and the Economy, the Deputy Minister of Women, Family and Community Development has delivered statement on women and the economy in Malaysia.

## *3rd Asia Pacific High Level Meeting on Child Rights* (HLM3)
## 3rd Asia Pacific High Level Meeting on Child Rights (HLM3)

**7 - 8 November/November 2016**

Dianjurkan oleh Kementerian Pembangunan Wanita, Keluarga dan Masyarakat dengan kerjasama United Nations Children's Fund (UNICEF).

Organised by the Ministry of Women, Family and Community Development in collaboration with the United Nations Children's Fund (UNICEF).

**Bertemakan:** "*A Billion Brains: Smarter Children, Healthier Economies*".

"A Billion Brains: Smarter Children, Healthier Economies".

**Antara topik perbincangan:**
- *Universal Health Coverage*
- *Violence Against Children*
- *Social Protection Against Children, Women and Family*

**Topics of discussion:**
- Universal Health Coverage
- Violence against children
- Social Protection Against Children, Women and Family





**Program :**
- *Road Show*
- *Innovation Challenge*
- *Youth Poll*
- *Market Booth*

**Programmes:**
- Road Show
- Innovation Challenge
- Youth Poll
- Market Booth

Mesyuarat peringkat tertinggi yang diwujudkan oleh UNICEF ini bertujuan untuk merealisasikan hak seramai 1.2 bilion kanak-kanak di rantau Asia Pasifik meliputi hal ehwal perkembangan semasa di samping merangka strategi dalam menangani isu-isu kebajikan, pembangunan dan kesejahteraan kanak-kanak.

High level meeting established by UNICEF that aims at accelerating the rights of 1.2 billion children in the Asia Pacific region covering current affairs in addition to the development of strategies to address the issues of welfare, development and welfare of children.

Selaras dengan Agenda 2030 iaitu *Sustainable Development Goals* (SDGs) dan Perjanjian Perhimpunan Agung Bangsa-Bangsa Bersatu.

In line with Agenda 2030 the Sustainable Development Goals (SDGs) and the General Assembly of the United Nations.

Merupakan platform terbaik bagi negara-negara Asia Pasifik untuk berkongsi amalan terbaik, sekaligus mengukuhkan kerjasama dua-hala bagi mempercepatkan kemajuan untuk kanak-kanak di rantau Asia Pasifik.

A significant platform for Asia-Pacific countries to share best practices, and strengthen bilateral cooperation to accelerate progress for children in the Asia Pacific region.

Dapat mengenal pasti mekanisma yang efektif dalam memperkasakan hak kanak-kanak di rantau Asia-Pasifik.

To identify effective mechanisms to strengthen children's rights in the Asia-Pacific region.

## Sesi Public Lecture oleh Dr. Phumzile Mlambo-Ngcuka, Under Secretary-General and Executive Director UN Women di Kementerian Pembangunan Wanita, Keluarga dan Masyarakat
## Public lecture session by Dr. Phumzile Mlambo-Ngcuka, Under Secretary-General And Executive Director UN Women in the Ministry of Women, Family and Community Development

**28 November/November 2016**

**Perbincangan:** *Can the SDGs' deliver on their promise of Gender Equality and Empowerment of Women by 2030? Exploring strategies and imperatives for making the dream a substantive reality'*

**Discussion:** Can the SDGs' deliver on their promise of Gender Equality and Empowerment of Women by 2030? Exploring strategies and imperatives for making the dream a substantive reality'

Dr. Phumzile Mlambo-Ngcuka, *Under Secretary-General and Executive Director UN Women* telah mengadakan *public lecture* di KPWKM pada 28 November 2016 melalui perkongsian kepakaran dan pengalaman berkaitan *Empowerment of Women*, dan mempromosi kempen *Orange Day: To End Violence Againts Women* serta perkongsian maklumat mengenai pemerkasaan wanita.

Dr. Phumzile Mlambo-Ngcuka, Under Secretary-General and Executive Director UN Women held a public lecture at the ministry on 28 November 2016 through the sharing of expertise and experiences Empowerment of Women. Promoting Orange Day campaign: to End Violence Against Women. Sharing information on women's empowerment.

## Unit Asean
## Asean Unit

### Mesyuarat Peringkat Menteri Kebajikan dan Pembangunan Sosial ASEAN (*ASEAN Ministerial Meeting on Social Welfare and Development* - AMMSWD) Ke-9 dan AMMSWD+3 Ke-5 telah diadakan di Jakarta, Indonesia
### 9th ASEAN Ministerial Meeting on Social Welfare and Development (AMMSWD) and the 5th AMMSWD+3 was held in Jakarta, Indonesia

**29 - 30 September/September 2016**

AMMSWD merupakan mesyuarat di peringkat Menteri-Menteri ASEAN yang bertujuan menyelia semua aktiviti yang telah dirancang di bawah kerjasama ASEAN mengenai kebajikan dan pembangunan sosial di bawah bidang kuasa Mesyuarat Pegawai Kanan ASEAN mengenai Kebajikan dan Pembangunan Sosial (ASEAN Senior Officials Meeting on Social Welfare and Development – SOMSWD).

AMMSWD is a meeting at the ASEAN Ministers level aimed at overseeing all planned activities under ASEAN cooperation on welfare and social development under the purview of the ASEAN Senior Officials Meeting on Social Welfare and Development (SOMSWD).

### Mesyuarat Pegawai Kanan ASEAN mengenai Kebajikan dan Pembangunan Sosial Ke-12 dan mesyuarat SOMSWD+3 diadakan di Jakarta, Indonesia
### 12th Senior Officials Meeting on Social Welfare and Development (SOMSWD) and SOMSWD+3, Jakarta, Indonesia

**26 - 28 September/September 2016**

**Terdapat 3 sesi utama iaitu:**

i) GO-NGO Forum
ii) SOMSWD Ke-12
iii) SOMSWD+3 Ke-9

**3 Main Meetings:**

i) GO-NGO Forum
ii) 12th SOMSWD
iii) 9th SOMSWD+3

Membincangkan projek dan program yang akan dilaksana bagi memperkasa pembangunan sosial dan menjaga kepentingan golongan-golongan tertentu

Discuss projects and programs that will be implemented to strengthen social development and safeguard the interests of certain groups such as

seperti wanita, kanak-kanak, warga tua dan golongan yang kurang bernasib baik di rantau ASEAN.

Mengemaskini status projek dan program yang akan dilaksana bagi memperkasa pembangunan sosial dan menjaga kepentingan golongan-golongan tertentu seperti wanita, kanak-kanak, warga tua dan golongan yang kurang bernasib baik di rantau ASEAN serta membincangkan Pelan 5 tahun ASEAN dalam bidang berkaitan serta cabaran dan halangan yang dihadapi dalam usaha membangunkan kebajikan kumpulan rentan.

women, children, the elderly and the less fortunate in the ASEAN region.

Discussed projects and programs that will be implemented to strengthen social development and safeguard the interests of certain groups such as women, children, the elderly and the vulnerable group in the ASEAN region as well as serve as a strategic platform to discuss the 5-year plan of ASEAN in related fields as well as the challenges and obstacles encountered in the development of the welfare of vulnerable groups.

## ***39th Public Service Games and 8th Joint Seminar Programme for Malaysia and Singapore Public Sector Leaders 2016*** serta Lawatan Kerja ke ***Early Childhood Development Agency*** (ECDA) di Singapura
## 39th Public Service Games, 8th Joint Seminar Program for Malaysia and Singapore Public Sector Leaders 2016 and working visit to the Early Childhood Development Agency (ECDA) at Singapore

**14 - 16 Oktober/October 2016**

**Terdapat 3 sesi utama iaitu:**
- i) *39th Public Service Games*
- ii) *8th Joint Seminar Programme for Malaysia and Singapore Public Sector Leaders 2016*
- iii) Lawatan sosial ke *Early Childhood Development Agency (ECDA)*

**3 Main Meetings:**
- i) 39th Public Service Games
- ii) 8th Joint Seminar Program for Malaysia and Singapore Public Sector Leaders 2016
- iii) social visit to the Early Childhood Development Agency (ECDA)





Seminar, lawatan sosial dan pertandingan persahabatan sukan antara Pegawai Kanan Perkhidmatan Awam Malaysia dan Singapura yang bertujuan menjalin serta merapatkan hubungan dan kerjasama antara Pegawai Kanan Perkhidmatan Awam Malaysia dan Singapura.

Seminar, social visit and sports friendly match between the Senior Civil Service of Malaysia and Singapore aims to establish and strengthen ties and cooperation between the Senior Civil Service of Malaysia and Singapore.

## ***ASEAN Regional Workshop on Preventing Intimate Partner Transmission of HIV in Concentrated Epidemics: Integrate Key Strategies and Good Practices into National Gender Equality Frameworks and Policies*** telah diadakan di Kuala Lumpur
## ASEAN Regional Workshop on Preventing Intimate Partner Transmission of HIV in Concentrated Epidemics: Integrate Key Strategies and Good Practices into National Gender Equality Frameworks and Policies, Kuala Lumpur.

**29 - 31 Mac/March 2016**

KPWKM merupakan *focal point* Malaysia bagi ASEAN *Committee On Women* (ACW) iaitu sebuah badan sektoral di bawah Komuniti Sosio Budaya ASEAN. ACW berperanan dalam menggalakkan kesaksamaan

KPWKM was a focal point of Malaysia for ASEAN Committee on Woman (ACW) that is a sectoral board under the Socio Culture Community ASEAN.ACW plays a role in encouraging equality of gender and

gender dan perlindungan hak ke atas golongan wanita di rantau ASEAN. Bengkel peringkat serantau ini telah dihadiri oleh 78 peserta yang terdiri daripada wakil-wakil ACW dan ASEAN *Task Force on* AIDS (ATFOA) dari semua negara anggota ASEAN serta India selaku wakil negara anggota *South Asian Association for Regional Cooperation* (SAARC). Malaysia turut diwakili oleh agensi kerajaan iaitu Kementerian Kesihatan, Kementerian Pendidikan dan Unit Perancang Ekonomi (EPU), Jabatan Perdana Menteri.

Bertemakan "*Integrate Key Strategies and Good Practices into National Gender Equality Frameworks and Policies*"

Mengenal pasti strategi untuk membasmi *intimate partner transmission of HIV/AIDS* ('IPT') dalam dasar sedia ada dan program untuk kesaksamaan *gender* dan *HIV/AIDS*.

Kerjasama di antara pembuat dasar, *health providers* dan *civil society organisations* untuk mencapai pasangan wanita kepada lelaki (*female partners of men*) yang paling bersiko untuk jangkitan HIV/AIDS.

Memupuk *peer-to peer sharing* sebagai sebahagian daripada *South-South Cooperation* untuk amalan baik menangani penyebab dan kesan IPT, *particularly for key affected women and girls*.

Sesi terakhir bengkel tersebut telah menghasilkan cadangan untuk program advokasi, program intervensi, khidmat sokongan, kajian dan pengumpulan data serta kolaborasi antarabangsa bagi membasmi *intimate partner transmission of HIV/AIDS* ('IPT') untuk pertimbangan *ASEAN Committee on Women* (ACW).

protection of rights towards women in the ASEAN region. This regional workshop was attended by 78 participants that consists of representatives from ACW and ASEAN Task Force on AIDS (ATFOA) from all ASEAN country members as well as India who is representing the South Asian Association for Regional Cooperation (SAARC). Malaysia was also represented by government agencies such as Ministry of Health, Ministry of Education and Economic Planning Unit (EPU), Prime Minister's Department.

"Integrate Key Strategies and Good Practices into National Gender Equality Frameworks and Policies"

To identify strategies to eradicate intimate partner transmissions of HIV/AIDS ('IPT') in existing policies and programs for gender equality and HIV/AIDS.

To intensify partnership between policy makers, health providers and civil society organisations to reach the female partners of men that has the highest risk of HIV/AIDS infection.

To foster peer-to peer sharing as a part of South-South Cooperation for good practice against the cause and effect of IPT, particularly for key affected women and girls.

The final session has produced suggestion for advocacy programs, intervention programs, support services, research and data collection as well as international collaboration to eradicate the intimate transmission of HIV/AIDS ('IPT') for consideration of ASEAN Committee on Women (ACW).

## *The 13th Meeting of the ASEAN Commission for the Promotion and Protection of the Rights of the Rights of Women and Children (ACWC)* dan *3rd ACWC-ACW Consultation Meeting* telah diadakan di Singapura

## 3th ACWC Meeting and 3rd ACWC-ACW Consultation Meeting was held from 3 to 5 October 2016 in Singapore.

**3 - 5 Oktober/October 2016**

Mesyuarat mengambil maklum *ACWC Work Plan 2016-2020* yang telah dibentangkan oleh pihak Sekretariat ASEAN. Kesemua kertas cadangan perlu dikemukakan pada 14th ACWC Meeting pada penghujung Februari 2017 di Jakarta, Indonesia untuk kelulusan.

The meeting noted the draft of ACWC Work Plan 2016-2020 presented by the ASEAN Secretariat particularly the objectives, key performance indicator and targets for the preparation of its publication by the end of 2016.All concept proposals has to be submitted to 14th ACWC Meeting for approval.

## *The15th Meeting of the ASEAN Committee on Women (15th ACW Meeting)* dan *8th ACW+3 Meeting* di Singapura
## The15th Meeting of the ASEAN Committee on Women (15th ACW MEETING) and the 8th ACW+3 Meeting in Singapore.

**6 & 7 Oktober/October 2016**

Mesyuarat yang diadakan selama dua hari ini turut diisi dengan forum bertemakan "*Women's Financial Security in Old Age*" yang diadakan pada 7 Oktober 2016. Delegasi Malaysia turut disertai oleh seorang wakil *National Council of Women's Organisations Malaysia* (NCWO) yang merupakan badan penasihat dan pelaksana yang terlibat secara langsung dengan program-program wanita di bawah KPWKM. Mesyuarat kali ini memberi peluang kepada para peserta untuk terlibat sama dalam platform perkongsian ilmu dan amalan terbaik di antara negara ASEAN.

"*Promoting Women's Leadership through Social Norm Change in ASEAN*"

Mesyuarat mengambil maklum *ACW Work Plan 2016-2020* yang telah dibentangkan oleh pihak Sekretariat ASEAN. Kesemua kertas cadangan perlu dikemukakan pada 16th ACW Meeting untuk kelulusan.

The meeting that was held for a duration of 2 days were also filled with a forum carrying the theme 'Women's Financial Security in Old Age' that was conducted in the evening of 7th October 2016. Malaysian Delegates was also joined by a representative of the National Council of Women's Organization Malaysia (NCWO) which is an advisory and implementary organization that was involved directly with women programs under KPWKM. The meeting gave a chance for participants to be equally involved in the knowledge sharing platform and best practice among ASEAN countries.

"Promoting Women's Leadership through Social Norm Change in ASEAN"

The meeting noted of the draft ACW Work Plan 2016-2020 presented by the ASEAN Secretariat particularly the objectives, key performance indicators and targets for the preparation of its publication by the end of 2016. All concept proposals has to be submitted to 16th ACW Meeting for approval.

# Bahagian Pengurusan Sumber Manusia

## Human Resource Management Division

### Latar Belakang
### Background

Bahagian Pengurusan Sumber Manusia (BPSM), KPWKM telah menguruskan aktiviti sumber manusia bagi 8,462 personel di Kementerian serta Jabatan/ Agensi sepanjang tahun 2016. Aktiviti utama yang dilaksanakan adalah merangkumi urusan perkhidmatan, pertukaran dan penempatan, kenaikan pangkat, latihan, penstrukturan, pengemaskinian perjawatan dan pengiktirafan serta kaunseling.

Ringkasan perjawatan dan pengisian di Kementerian serta Jabatan/Agensi di bawahnya sehingga 31 Disember 2016 adalah seperti di Jadual 1.

Human Resource Management Division (BPSM), KPWKM has managed human resource activities for 8,462 personnel in the Ministry and Department / Agency throughout 2016. The main activities implemented include the services of, service- related business, exchange and placement, promotion, training, restructuring, personnel upgrading, recognition and counselling.

Personnel summary and software at the Ministry and Department / Agency under it, till 31st December 2016 are as stated in Table 1.

**Jadual 1: Kedudukan Perjawatan, Pengisian dan Kekosongan di KPWKM dan Agensi Sehingga 31 Disember 2016**
**Table 1: Kedudukan Perjawatan, Pengisian dan Kekosongan di KPWKM dan Agensi Sehingga 31 Disember 2016**

| | Anggota Pentadbiran *Member of Administrative* | Pengurusan Tertinggi *Top Management* | | | Pengurusan Tertinggi *Top Management* | | | Kumpulan Sokongan I *Supportive Group I* | | | Kumpulan Sokongan II *Supportive Group II* | | | Pengisian *Filling* | | | Keseluruhan *Overall* |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Bil. *No.* | Isi *Content* | Kosong *Empty* | Bil. *No.* | Isi *Content* | Kosong *Empty* | Bil. *No.* | Isi *Content* | Kosong *Empty* | Bil. *No.* | Isi *Content* | Kosong *Empty* | Bil. *No.* | (%) *(%)* | Kosong *Empty* | Jumlah Jawatan *Total of post* |
| **KPWKM** (Sehingga 31 Dis 2016) (Until 31 Dec 2016) | 4 | 4 | 4 | - | 130 | 110 | 20 | 136 | 125 | 11 | 35 | 32 | 3 | 271 | 89% | 34 | 305 *tidak termasuk 4 orang anggota pentadbiran *tidak termasuk 4 orang anggota pentadbiran |

| | Anggota Pentadbiran *Member of Administrative* | Pengurusan Tertinggi *Top Management* | | | Pengurusan Tertinggi *Top Management* | | | Kumpulan Sokongan I *Supportive Group I* | | | Kumpulan Sokongan II *Supportive Group II* | | | Pengisian *Filling* | | | Keseluruhan *Overall* |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Bil. *No.* | Isi *Content* | Kosong *Empty* | Bil. *No.* | Isi *Content* | Kosong *Empty* | Bil. *No.* | Isi *Content* | Kosong *Empty* | Bil. *No.* | Isi *Content* | Kosong *Empty* | Bil. *No.* | Isi *Content* | Kosong *Empty* | Jumlah Jawatan *Total of post* |
| **JPW** (Sehingga 31 Dis 2016) (Until 31 Dec 2016) | - | 1 | 1 | 0 | 53 | 42 | 11 | 118 | 101 | 17 | 64 | 56 | 8 | 200 | 85% | 36 | 236 Sehingga WP S195/2015 Until WP S195/2015 |
| **ISM** (Sehingga 31 Dis 2016) (Until 31 Dec 2016) | - | 1 | 1 | - | 27 | 20 | 7 | 47 | 42 | 5 | 26 | 26 | 0 | 89 | 88% | 12 | 101 Sehingga WP S105/2011 Until WP S105/2011 |
| **NIEW** (Sehingga 31 Dis 2016) (Until 31 Dec 2016) | - | - | - | - | 13 | 10 | 3 | 17 | 17 | - | 3 | 2 | 1 | 29 | 88% | 4 | 33 |
| **JKMM** (Sehingga 31 Dis 2016) (Until 31 Dec 2016) | - | 2 | 2 | 1 | 693 | 636 | 57 | 4930 | 4659 | 271 | 1835 | 1672 | 163 | 6969 | 93% | 492 | 7461 Sehingga WP S92/2015 Until WP S92/2015 |
| **LPPKN** (Sehingga 31 Dis 2016) (Until 31 Dec 2016) | - | 2 | 2 | - | 188 | 133 | 55 | 748 | 611 | 137 | 177 | 158 | 19 | 904 | 81% | 211 | 1115 Sehingga S.K.P S19/2015 Until S.K.P S19/2015 |
| **Jumlah** ***Total*** | **4** | **10** | **10** | **1** | **1104** | **951** | **153** | **5996** | **5555** | **441** | **2140** | **1946** | **194** | **8462** | **91%** | 789 | **9251** |

## Pencapaian Program/Aktiviti
## Programme Achievement /Activities

### Anugerah Pekerja Contoh Tahun 2016

Anugerah Pekerja Contoh merupakan salah satu insentif baru oleh Kementerian Pembangunan Wanita, Keluarga dan Masyarakat bagi memberi pengiktirafan kepada warga Kementerian, Jabatan dan Agensi yang telah menunjukkan prestasi kerja cemerlang mengikut kriteria yang telah ditetapkan. Ianya merupakan salah satu mekanisme pengiktirafan yang diadakan sebanyak dua siri bagi setiap tahun iaitu bagi tempoh penilaian setiap enam bulan.

### Exemplary Employee Award 2016

Exemplary employee award were a new incentive by the Ministry of Women, Family and Community Development to give recognition to the members of the Ministry, Department and Agency that showed an excellent working performance based on criteria that had been set. It is one of the mechanism of recognition that was held for as many as 2 series for each year in an evaluation period of every 6 months.

Pada tahun 2016, seramai 77 orang warga Kementerian, Jabatan dan Agensi telah dipilih sebagai penerima Anugerah Pekerja Contoh Tahun 2016. Penyampaian sijil penghargaan telah disampaikan secara edaran kepada semua penerima.

In the year 2016, 77 citizens of Ministries, Departments and Agencies were chosen as recipients of Exemplary Employee 2016. A certificate of gratitude were presented in circulation to all the recipients.

## Penganugerahan Darjah Kebesaran, Bintang dan Pingat Persekutuan dan Negeri

## Federal and State Orders, Decorations, and Medals Awards Ceremony

Penganugerahan Darjah Kebesaran, Bintang dan Pingat Persekutuan dan Negeri merupakan mekanisme pengiktirafan terhadap sumbangan dan jasa penjawat awam kepada negara dan perkhidmatan awam khususnya. Ketua Setiausaha KPWKM telah memperakukan pegawai yang berprestasi tinggi dan memberi sumbangan bermakna untuk dicalonkan Darjah Kebesaran, Bintang dan Pingat Persekutuan dan Negeri sepanjang tahun 2016.

Federal and State Orders, Decorations, and Medals is a recognition mechanism towards the contributions and deeds of civil servants to the country and especially civil services. Head Secretary of KPWKM has recommended officials with high feat and given meaningful contributions to be nominated Federal and State Orders, Decorations, and Medals across the year 2016.

Pencalonan pada kali ini turut bergantung kepada tawaran dari Pejabat Setiausaha Kerajaan Negeri dan Bahagian Istiadat Jabatan Perdana Menteri. Ringkasan pencalonan pegawai Kementerian untuk penganugerahan Darjah Kebesaran, Bintang dan Pingat adalah seperti berikut Jadual 2 di bawah:

Nominations this time depends on offers from Secretary of the State Government and Protocol Unit of Prime Minister Department. The outline for Government official nominations for Federal and State Orders, Decorations, and Medals Awards Ceremony is as shown in Table 2 below:

**Jadual 2: Ringkasan Pencalonan Pegawai-Pegawai Kementerian Untuk Penganugerahan Darjah Kebesaran, Bintang dan Pingat**
**Table 2: Summary of nominations of the Ministry's**

| Bil. *No.* | Negeri *State* | Tarikh Keputeraan *Birthday's Date* | Bilangan Pencalonan *Number of Nomination* | Bilangan Penerima *Number of Recipients* |
|---|---|---|---|---|
| 1. | Terengganu | 26 April 2016<br>26 April 2016 | 11<br>orang/person | - |
| 2. | Perlis | 17 Mei 2016<br>17 May 2016 | - | - |
| 3. | Persekutuan | 4 Jun 2016<br>4 June 2016 | 43<br>orang/person | |
| 4. | Melaka | 14 Oktober 2016<br>14 October 2016 | 21<br>orang/person | - |
| 5. | Pahang | 24 Oktober 2016<br>24 October 2016 | 18<br>orang/person | 1 |
| 6. | Perak | 4 November 2016<br>4 November 2016 | 24<br>orang/person | - |
| 7. | Kelantan | 11 November 2016<br>11 November 2016 | 21<br>orang/person | - |
| 8. | Selangor | 1 Disember 2016<br>1 December 2016 | - | - |
| 9. | Kedah | 17 Januari 2017<br>17 January 2017 | - | - |
| 10. | Wilayah Persekutuan | 1 Februari 2017<br>1 February 2017 | 7<br>orang/person | 2 |
| 11. | Pulau Pinang | 8 Julai 2017<br>8 July 2017 | - | - |

## Pelan Operasi Latihan 2016

## Training Operation Plan 2016

Strategi pelaksanaan Dasar Latihan Sumber Manusia Sektor Awam menetapkan agar setiap Kementerian menyediakan peruntukan tahunan untuk tujuan latihan bersamaan sekurang-kurangnya satu peratus (1%) daripada peruntukan emolumen untuk tujuan latihan. Tahun 2016, sebanyak RM1,080,000.00 diperuntukkan untuk program latihan berbentuk generik dan fungsional termasuk RM120,000.00 diperuntukkan untuk Program Latihan Luar anjuran Swasta, Badan Berkanun atau Jabatan Kerajaan lain.

Implementation Strategy of Training Act for Human Resource Public Sector had stated that every Ministry have to provide an annual allocation for the purpose of training equivalent to at least one percent (1%) from the emolument allocation for the purpose of training. For the year 2016, as many as RM1,080,000.00 was allocated for the training program of a generic and functional form including RM120,000.00 was allocated for the Private Outdoor Training Program, Statutory Body or other Governmental Department.

Sebanyak RM300,140.29 atau 27.79% daripada RM1,080,000.00 telah dibelanjakan untuk penganjuran program-program yang telah diluluskan di bawah Pelan Operasi Latihan (POL) Tahun 2016. Perbelanjaan ini merangkumi perbelanjaan

As many as RM300, 140.29 or 27.79% from RM1, 080,000.00 had been spent for the organization of programs that had been approved under the Training Operation Plan (POL) 2016.The expenditure covers the allocation expenses under the Division

peruntukan di bawah Bahagian Pengurusan Sumber Manusia dan Unit Integriti, Bahagian Khidmat Pengurusan, Bahagian Pengurusan Maklumat, Bahagian Kewangan, Bahagian Akaun dan Bahagian Dasar dan Perancangan Strategik. Perincian maklumat perbelanjaan adalah seperti Jadual 3 di bawah:

of Human Resource Management and Integrity Unit, Management Service Division, Informational Management Division, Finance Division, Accounting Division, Act and Strategic Planning Division. The details of the expense information are stated in table 3 below:

**Jadual 3: Perbelanjaan POL Tahun 2016**
**Table 3: POL Expenditure Year 2016**

| Bil. *No.* | Bahagian *Division* | Peruntukan Diluluskan (RM) *Approved Allocation (RM)* | Perbelanjaan *Expeniture* | |
|---|---|---|---|---|
| | | | (RM) | (%) |
| 1. | Bahagian Pengurusan Sumber Manusia dan Unit Integriti<br>Human Resource Management Division and Integrity Unit | 400,000.00 | 166,737.20 | 41.68 |
| 2. | Bahagian Khidmat Pengurusan<br>Management Service Division | 200,000.00 | 7,501.30 | 3.8 |
| 3. | Bahagian Pengurusan Maklumat<br>Information Management Division | 200,000.00 | 63,194.79 | 31.6 |
| 4. | Bahagian Kewangan<br>Finance Division | 100,000.00 | 11,153.00 | 11.2 |
| 5. | Bahagian Akaun<br>Account Division | 100,000.00 | 14,044.00 | 14 |
| 6. | Bahagian Dasar dan Perancangan Strategik<br>Policy Division and Strategic Planning | 80,000.00 | 37,510.00 | 47 |
| **Jumlah *Total*** | | **1,080,000.00** | **300,140.29** | **27.79** |

Di bawah POL Tahun 2016 sebanyak 108 kursus telah dirancang untuk dilaksanakan oleh Bahagian Pengurusan Sumber Manusia dan Unit Integriti, Bahagian Khidmat Pengurusan, Bahagian Pengurusan Maklumat, Bahagian Kewangan, Bahagian Akaun dan Bahagian Dasar dan Perancangan Strategik.

Under the POL for the year 2016 as many as 108 courses had been planned to be implemented by the Division of Human Resource Management and Integrity Unit, Management Service Division, Informational Management Division, Finance Division, Accounting Division, Act and Strategic Planning





Sebanyak 78.7% atau 85 kursus telah berjaya dilaksanakan.

Division. As many as 78.7% or 85 courses we successfully implemented.

Program Latihan Luar anjuran Swasta, Badan Berkanun atau Jabatan Kerajaan lain telah diperuntukkan sebanyak RM120,000.00. Sepanjang tahun 2016, seramai 124 orang telah berpeluang mengikuti 14 kursus anjuran luaran yang melibatkan perbelanjaan sebanyak RM59,942.00 atau bersamaan 49.95%.

Private Outdoor Training, Statutory Body or other Governmental Department had allocated as much as RM120,000.00.Throughout the year 2016, as many as 124 people were given the chance to join 14 courses that involved an expenditure amounting to RM59,942.00 or equivalent to 49.95%.

Bagi meningkatkan lagi pembangunan sumber manusia, BPSM turut menggalakkan anggota KPWKM dan Jabatan/Agensi di bawahnya untuk menyertai Program Latihan Jangka Pendek Luar Negara. Sehubungan itu, pecahan tawaran kursus jangka pendek luar negara bagi tahun 2016 adalah seperti Jadual 4 di bawah:

To raise the development of human resource, BPSM encourages members of KPWKM and Department/ Agency under it to join a Short Term Overseas Training Program. As such, option for the offer of the short term overseas training program for the year 2016 are as follows in table 4 below:

**Jadual 4: Pecahan Tawaran Kursus Pendek Luar Negara**
**Table 2: Breakdown of Short Courses Abroad**

| Agensi *Agency* | Mohon *Application* |
|---|---|
| JICA | 5 |
| COTI | 11 |
| **Jumlah / *Total*** | **16** |

**Jadual 6 : Peratus Pencapaian Kehadiran Latihan sehingga 31 Disember 2016**
**Table 6: Percentage of Training Attendance until December 31, 2016**

| Bilangan Hari Berkursus *Number of Training Days* | Bilangan Pegawai / Kakitangan Yang Telah Menghadiri Latihan *Number of Of cers / Employees Who Have Attended Training* | Peratus Kehadiran (%) *Percentage Attendance (%)* |
|---|---|---|
| 7 hari atau lebih / days or above | 66 | 24.09 |
| 1-6 hari / days | 101 | 36.86 |
| 0 hari / day | 107 | 39.05 |
| **Jumlah / *Total*** | **274** | **100** |

Perincian kehadiran latihan bagi anggota Jabatan/ Agensi di bawah KPWKM pada tahun 2016 seperti Jadual 8 di bawah:

Details of training attendance for members of Department/Agency under KPWKM in the year 2016 are according to table 8 below:

**Jadual 8 : Peratus Pencapaian Kehadiran Latihan sehingga 31 Disember 2016 bagi anggota Jabatan/Agensi di bawah KPWKM**
**Table 8: Percentage of Training Attendance Performance until December 31, 2016 for staff in agencies under KPWKM**

| Agensi *Agency* | 7 Hari atau lebih (%) *7 Days or above (%)* | 1-6 Hari (%) *1-6 Days (%)* | 0 hari (%) *0 Day (%)* |
|---|---|---|---|
| JKMM | 44.89 | 47.09 | 8.02 |
| JPW | 90 | 10 | - |
| LPPKN | 33.2 | 60.1 | 6.7 |
| ISM | 72.72 | 27.28 | - |
| NIEW | 66.7 | 29.6 | 3.7 |

## Pengukuhan dan Penstrukturan Semula Sektor Strategik

## Reinstatement and Restructuring of Strategic Sectors

Sektor strategik yang terdiri daripada Bahagian Dasar Pembangunan Wanita, Keluarga dan Masyarakat, Bahagian Hubungan Antarabangsa, Bahagian Pemantauan dan Penilaian dan Bahagian Penyelarasan telah disusun dan dijenama semula menjadi tiga bahagian iaitu Bahagian Dasar dan Perancangan Strategik, Bahagian Hubungan Antarabangsa dan Bahagian Kolaborasi Strategik berkuatkuasa pada 29 Oktober 2016.

Strategic Sectors comprising of Division of Women, Family and Community Development Act, Division of International Relation, Division of Survey and Assessment and Division of Coordination had been lay out and re-branded to 3 divisions that is Division of Act and Strategic Planning, Division of International Relation and the Division of Strategic Collaboration was enforced on 29 October 2016

Urussetia Lembaga Kaunselor telah dijenama semula menjadi Unit Amalan Kaunselor berkuatkuasa pada 1 Disember 2016.

Secretariat Board of Counsellor had been rebranded to Counsellor Practice Unit was enforced on 1 December 2016.





## Pelaksanaan Sistem Maklumat Pengurusan Sumber Manusia (HRMIS) Sebagai Petunjuk Prestasi Utama (KPI) KPWKM Tahun 2016

## Implementation of Human Resource Management Information System (HRMIS) as the Key Performance Indicator (KPI) KPWKM 2016

Mesyuarat Jawatankuasa HRMIS Bil.1/2016 telah dipengerusikan oleh YBhg. Tan Sri Mohamad Zabidi Zainal Abidin, Ketua Pengarah Perkhidmatan Awam pada 31 Mei 2016 telah memaklumkan markah sebanyak 98.01 peratus dan Penarafan 5 Bintang bagi Petunjuk Prestasi Utama (KPI) HRMIS Tahun 2015. Pencapaian KPI HRMIS KPWKM bagi tahun 2015 adalah seperti di Jadual 8 di bawah:

Committee Meeting HRMIS Bil. 1/2016 was chaired by YBhg. Tan Sri Mohamed Zabidi Zainal Abidin, Chief Director of Public Service on 31st Mei 2016 had noted a mark as much as 98.01 percent and a 5-Star rating for the Key Performance Indicator (KPI) HRMIS of the year 2015.The achievement of KPI HRMIS for the year 2015 are as follows:

**Jadual 8: Pencapaian KPI HRMIS tahun 2015**
**Table 8: HRMIS KPI achievement year 2015**

| Bil. *No.* | Kriteria *Criteria* | KPI *KPI* | | |
|---|---|---|---|---|
| | | Wajaran *Weighted* | Peratusan (%) *Percentage (%)* | Markah *Marks* |
| 1. | Pengemaskinian Maklumat Perjawatan Kementerian (HRMIS) berbanding dengan Sistem MyPost<br>Updated Human Resource Management Information System (HRMIS) in contrast to MyPost System | 30 | 100 | 30 |
| 2. | Pemurnian Data (24 Elemen Integriti Data Perjawatan, Rekod Peribadi dan Profil Perkhidmatan<br>Data Purification (24 Integrity Element Data Establishment, Personal Record, and Service Profile) | 30 | 99.59 | 29.88 |
| 3. | Pengemaskinian Maklumat Perisytiharan Harta<br>Updated Wealth Declaration Information | 10 | 90.90 | 9.09 |
| 4. | Pelaksanaan pengisian SKT<br>Implemented SKT software | 15 | 94.72 | 14.21 |
| 5. | Pelaksanaan Submodul LNPT<br>Implemented LNPT Sub module | 15 | 98.85 | 14.83 |
| | | **Jumlah Keseluruhan** ***Total Amount*** | | **98.01** |

Sepanjang tahun 2016, sejumlah tiga buah bengkel telah dilaksanakan bagi menyelaras pelaksanaan dan prestasi HRMIS KPWKM dan Agensi sepanjang tahun 2016 seperti Jadual 9 di bawah:

Throughout the year 2016, a total of 3 workshops were organized to coordinate implementation and performance HRMIS KPWKM and Agency throughout the year 2016 based of Table 9 below:

**Jadual 9: Senarai Bengkel HRMIS 2016**
**Table 9: List of HRMIS Workshop 2014**

| Bil. *No.* | Nama Bengkel *Workshop Title* | Tarikh *Date* | Tempat *Vanue* |
|---|---|---|---|
| 1. | Bengkel Modul HRMIS Siri 1/2016<br>*Bengkel Modul HRMIS Siri 1/2016* | 8 - 10 Mac 2016<br>8 - 10 March 2016 | Makmal Komputer Aras 33, KPWKM<br>Computer Laboratory Level 33, KPWKM |
| 2. | Bengkel Modul HRMIS Siri 2/2016<br>*Bengkel Modul HRMIS Siri 2/2016* | 19 – 21 April 2016<br>19 – 21 April 2016 | Makmal Komputer Aras 33, KPWKM<br>Computer Laboratory Level 33, KPWKM |
| 3. | Bengkel Modul HRMIS Siri 3/2016<br>*Bengkel Modul HRMIS Siri 3/2016* | 16 – 17 Ogos 2016<br>16 – 17 August 2016 | Makmal Komputer Aras 33, KPWKM<br>Computer Laboratory Level 33, KPWKM |

## Perkhidmatan Bimbingan Kaunseling

## Counselling Assistance Service

**Garis Panduan Pegawai Berprestasi Rendah dan Pegawai Bermasalah (PBRM)**

Kementerian telah menyediakan dan mengedarkan Garis Panduan Program Intervensi Bagi Tempoh Pemerhatian Dalam Pelaksanaan Dasar Pemisah (Pekeliling Perkhidmatan Bilangan 7 Tahun 2015) kepada agensi di bawah kementerian melalui surat bertarikh 28 November 2016 No. Ruj: KPWKM.500-7/1/7 Jld 2 (3). Garis panduan ini bertujuan untuk menyelaras, menyelia dan menyeragamkan prosedur tindakan semasa tempoh pemerhatian kepada Pegawai Berprestasi Rendah yang terlibat dalam pelaksanaan Dasar Pemisah.

**Guideline for low performing officers and problematic officers (PBRM)**

The ministry had provided and distributed an Intervention Program Guideline for the Observatory Period in Implementation of Separation Act (Service Bill Number 7 year 2015) to agencies under the ministry through the later dating 28 November 2016 Ref. No. KPWKM 500-7/1/7 Jld 2(3).The guideline aims to coordinate, supervise and standardize action procedure in the observatory period for the low performing officers that was involved in implementation of Separation Act.

**Rakan Pembimbing Perkhidmatan Awam (AKRAB)**

Sepanjang tahun 2016, AKRAB KPWKM telah melaksanakan beberapa program/aktiviti/mesyuarat seperti berikut:

**Rakan Pembimbing Perkhidmatan Awam (AKRAB)**

Throughout the year 2016, AKRAB KPWKM had undergone a few program/activity/meeting as follows:

**Jadual 11: Program/Aktiviti AKRAB Tahun 2016**
**Table 11: Program / Activities AKRAB for 2016**

| Bil. *No.* | Program/Aktiviti *Program/Activities* | Tarikh *Date* | Tempat *Vanue* | Bil. Peserta *No of Participants* |
|---|---|---|---|---|
| 1. | Program PASCA AKRAB 2: Training Of Trainers (TOT) " Dasar Pemisah Dan Peranan Akrab Care"<br>*Program PASCA AKRAB 2: Training Of Trainers (TOT) " Dasar Pemisah Dan Peranan Akrab Care"* | 21-22 Julai 2016<br>21-22 July 2016 | Galeria Perpustakaan, Aras 3, KPWKM<br>Library Galeria, Level 3, KPWKM | 76 orang<br>76 pax |
| 2. | Program PASCA AKRAB 1<br>*Program PASCA AKRAB 1* | 13 Oktober 2016<br>13 October 2016 | Bilik Mesyuarat BPSM Aras 34 KPWKM<br>Meeting Room BPSM Level 34 KPWKM | 18 orang<br>18 pax |

| Bil. *No.* | Program/Aktiviti *Program/Activities* | Tarikh *Date* | Tempat *Vanue* | Bil. Peserta *No of Participants* |
|---|---|---|---|---|
| 3. | Program Jom Senam<br>*Program Jom Senam* | Bermula November hingga Disember 2016 (2 kali seminggu)<br>Starting November to December 2016 (2 times one week) | Dewan Perdana Nur, KPWKM<br>Prime Hall Nur, KPWKM | 272 orang<br>272 pax |

**Jadual 12: Mesyuarat AKRAB Tahun 2016**
**Table 12: AKRAB Meeting's for 2016**

| Bil. *No.* | Mesyuarat *Meeting* | Tarikh *Date* | Tempat *Vanue* | Bil. Peserta *No of Participants* |
|---|---|---|---|---|
| 1. | Mesyuarat Penyelarasan Ahli Jawatankuasa AKRAB KPWKM Bil 1/2016<br>AKRAB Committee Members Coordination Meeting KPWKM Bil 1/2016 | 29 Mac 2016<br>29 March 2016 | Bilik Mesyuarat BPSM Aras 34 KPWKM<br>Meeting Room BPSM Level 34 KPWKM | 5 orang<br>5 pax |
| 2. | Mesyuarat Agung AKRAB 2<br>General Meeting AKRAB 2 | 22 Julai 2016<br>22 July 2016 | Galeria Perpustakaan, Aras 3, KPWKM<br>Library Galeria, Level 3, KPWKM | 76 orang<br>76 pax |
| 3. | Mesyuarat Penyelarasan Ahli Jawatankuasa AKRAB KPWKM Bil 2/2016<br>AKRAB Committee Members Coordination Meeting KPWKM Bil 2/2016 | 24 Ogos 2016<br>24 August 2016 | Bilik Mesyuarat BPSM Aras 34 KPWKM<br>Meeting Room BPSM Level 34 KPWKM | 12 orang<br>12 pax |
| 4. | Mesyuarat Penyelarasan Ahli Jawatankuasa AKRAB KPWKM Bil 3/2016<br>AKRAB Committee Members Coordination Meeting KPWKM Bil 3/2016 | 13 Oktober 2016<br>13 October 2016 | Bilik Mesyuarat BPSM Aras 34 KPWKM<br>Meeting Room BPSM Level 34 KPWKM | 18 orang<br>18 pax |
| 5. | Mesyuarat Penyelarasan Ahli Jawatankuasa AKRAB KPWKM Bil 4/2016<br>AKRAB Committee Members Coordination Meeting KPWKM Bil 4/2016 | 29 Disember 2016<br>29 December 2016 | Bilik Mesyuarat BPSM Aras 34 KPWKM<br>Meeting Room BPSM Level 34 KPWKM | 7 orang<br>7 pax |

**Pementoran**

Terdapat 16 pasangan mentor dan menti yang telah dilantik untuk menyertai Program Pementoran KPWKM 2016. Walau bagaimanapun hanya dua pasang mentor dan menti yang telah berjaya menamatkan Program Pementoran kali ini. Berikut

**Mentoring**

There was a total of 16 Mentoring partners and mentees that was appointed to join the Mentoring Program KPWKM 2016. However only 2 mentoring partners and mentees who were able to finish this year's Mentoring Program. Below was one of the

merupakan beberapa program/aktiviti/mesyuarat yang telah dilaksanakan sepanjang berlangsungnya Program Pementoran KPWKM 2016.

program/activity/meeting that was done successfully throughout the duration of Mentoring Program KPWKM 2016.

**Jadual 13: Program/Aktiviti Pementoran Tahun 2016**
**Table 13: Mentoring Program/Activities for 2016**

| Bil. *No.* | Program/Aktiviti *Program/Activities* | Tarikh *Date* | Tempat *Vanue* | Bil. Peserta *No of Participants* |
|---|---|---|---|---|
| 1. | Taklimat Awal Program Pementoran<br>Early briefing of mentoring program | 24 Mac 2016<br>24 March 2016 | Bilik Mesyuarat BPSM Aras 34 KPWKM<br>Meeting Room BPSM Level 34 KPWKM | 23 orang<br>23 pax |
| 2. | TOT Pementoran & Majlis Pelantikan Program Pementoran Tahun 2016<br>TOT Mentoring and Appointment Ceremony of Mentoring Program 2016 | 17 Mei 2016<br>17 May 2016 | Galeria Perpustakaan, Aras 3, KPWKM<br>Library Galeria, Level 3, KPWKM | 22 orang<br>22 pax |

**Jadual 13: Mesyuarat Penyelarasan Program Pementoran Tahun 2016**
**Table 12: Mentoring Program Coordination Meeting 2016**

| Bil. *No.* | Mesyuarat *Meeting* | Tarikh *Date* | Tempat *Vanue* | Bil. Peserta *No of Participants* |
|---|---|---|---|---|
| 1. | Mesyuarat Penyelarasan Program Pementoran KPWKM Bil 1/2016<br>Mentoring program Coordination Meeting KPWKM Bil 2/2016 | 23 Jun 2016<br>23 June 2016 | Bilik Mesyuarat BPSM Aras 34 KPWKM<br>Meeting Room BPSM Level 34 KPWKM | 8 orang<br>8 pax |
| 2. | Mesyuarat Penyelarasan Program Pementoran KPWKM Bil 2/2016<br>Mentoring program Coordination Meeting KPWKM Bil 2/2016 | 18 Julai 2016<br>18 July 2016 | Bilik Mesyuarat BPSM Aras 34 KPWKM<br>Meeting Room BPSM Level 34 KPWKM | 7 orang<br>7 pax |
| 3. | Mesyuarat Penyelarasan Program Pementoran KPWKM Bil 3/2016<br>Mentoring program Coordination Meeting KPWKM Bil 3/2016 | 27 September 2016<br>27 September 2016 | Bilik Mesyuarat BPSM Aras 34 KPWKM<br>Meeting Room BPSM Level 34 KPWKM | 5 orang<br>5 pax |
| 4. | Mesyuarat Penyelarasan Program Pementoran KPWKM Bil 4/2016 (Penamatan)<br>Mentoring program Coordination Meeting KPWKM Bil 4/2016 (Ending) | 22 November 2016<br>22 November 2016 | Bilik Mesyuarat BPSM Aras 34 KPWKM<br>Meeting Room BPSM Level 34 KPWKM | 9 orang<br>9 pax |

**Ujian Psikologi**

Seramai 46 orang warga Kementerian telah mengambil ujian psikologi yang melibatkan Ujian Personaliti Warna, Ujian Personaliti (Kaedah Mengatasi Konflik), Inventori Minat Kerjaya Sidek dan Inventori Tingkah Laku. Hasil ujian tersebut bukan sahaja digunakan untuk menganalisa personaliti responden yang terlibat malah ia turut berjaya membantu Bahagian Pengurusan Sumber Manusia dalam meningkatkan potensi pekerja dalam organisasi dan memahami tingkahlaku mereka secara amnya.

**Psychology Test**

As many as 46 people from the Ministry had taken a psychology test involving Colour Personality Test, Personality Test (Method to Resolve Conflict), Sidek's Career Interest Inventory and Attitude Inventory. The result of the test was not only used to analyse the personality of the respondents involved, it also manage to help the Division of Human Resource Management in raising the potential of workers in organization and understanding their behaviour in general.

| Bil.<br>*No.* | Jenis Ujian/Inventori<br>*Test/Inventory Type* | Tarikh Pelaksanaan<br>*Implementation Date* | Bil. Responden<br>*No. Respondent* |
|---|---|---|---|
| 1. | Ujian Personaliti Warna<br>Color Personality Test | Januari – Disember 2016<br>January – December 2016 | 25 |
| 2. | Ujian Personaliti<br>(Kaedah Mengatasi Konflik)<br>Personality Test<br>(Conflict Management Method) | Januari – Disember 2016<br>January – December 2016 | 18 |
| 3. | Inventori Minat Kerjaya Sidek<br>Sidek Career Interest Inventory | Januari – Disember 2016<br>January – December 2016 | 2 |
| 4. | Inventori Tingkah Laku<br>Behavior Inventory | Januari – Disember 2016<br>January – December 2016 | 1 |
| | **Jumlah Responden**<br>***Total Respondent*** | | **46** |

**Sistem Pengurusan Audit Nilai (SPAN)**

Pelaksanaan SPAN di kementerian diterajui oleh Unit Integriti berdasarkan Minit Bebas KPWKM.500-5/5/1 (11) bertarikh 27/6/2016 dan Unit Pengurusan Psikologi dilantik sebagai ahli pasukan Audit Nilai berdasarkan surat pelantikan KPWKM (S) 18/45/02 Jld 4 (20) bertarikh13/7/2016.

**Audit Value Management System (SPAN)**

The implementation of SPAN in the ministry was led by Integrity Unit based on the Free Minute KPWKM. 500-5/5/1(11) dating 27/6/2016 and Psychology Management Unit was appointed as the group member of Value Audit based on the appointment letter of KPWKM (S) 18/45/02 Jld 4 (20) dating 13/7/2016.

# Bahagian Khidmat Pengurusan

## Management Service Division

Bahagian Khidmat Pengurusan merupakan salah satu Bahagian di bawah Sektor Operasi, Kementerian Pembangunan Wanita, Keluarga dan Masyarakat. Fungsi utama Bahagian ini adalah untuk memudahcara pengurusan dan pentadbiran am di Kementerian ini. Terdapat empat unit di bawahnya seperti berikut:

- Unit Inovasi, Penyelarasan dan Keurusetiaan;
- Unit Pentadbiran, Keselamatan dan Logistik;
- Unit Pengurusan Aset; dan
- Unit Pusat Sumber

The Division of Service Management is one of the divisions under the Operation Sector, Ministry of Women, Family and Community Development (MWFCD). The core function of this division is to facilitate the management and general administration of the ministry. There are four units under it as follows:

- Innovation, Coordination and Secretariat's Unit;
- Administrative, Security and Logistics' Unit;
- Asset Management's Unit; and
- Resource Centre's Unit

## Perhimpunan Bulanan KPWKM 1/2016

### MWFCD Monthly Assembly 1/2016

Aktiviti ini telah diadakan di Dewan Perdana Nur, KPWKM pada 7 Januari 2016 dan dihoskan oleh Bahagian Khidmat Pengurusan. YB Menteri telah menyuarakan rasa kesyukuran di atas pencapaian tahun 2015 dan berharap agar KPWKM akan terus memberikan perkhidmatan yang terbaik kepada masyarakat. Perhimpunan bulanan tersebut telah dihadiri oleh pegawai dan kakitangan daripada Kementerian dan agensi di bawahnya.

The activity was held at Dewan Perdana Nur, MWFCD on 7th January 2016 and hosted by the Division of Service Management. In her speech, YB Minister had expressed her grateful towards the 2015's achievements and hope that this ministry would continue giving the best service to society. The monthly assembly was attended by staff from ministry and its agency.

## Karnival Bookerville: Pameran Buku Antarabangsa Putrajaya Kali Ke-3 2016

### Bookerville Carnival: 3rd Putrajaya International Book Fair 2016

Pameran buku ini telah diadakan di Pusat Konvensyen Antarabangsa Putrajaya mulai 29 Mac 2016 hingga 3 April 2016. Seramai 27 orang Kementerian dan agensi dibawahnya telah turut serta dalam lawatan ke pameran tersebut pada 30 Mac 2016 dan aktiviti ini telah diselaraskan oleh Unit Pusat Sumber Kementerian. Objektifnya adalah untuk menggalakkan budaya membaca di kalangan kakitangan Kementerian.

The book fair was held at Putrajaya International Convention Centre (PICC) from 29th March 2016 till 3rd April 2016. Twenty seven (27) staff from ministry and its agency had visited the fair on 30th March 2016 as part of the activities coordinated by Resource Centre's Unit of MWFCD. Objective of the activity is to foster a culture of reading among staff.

# Sambutan Hari Pekerja 2016
## National Labour Day Celebration 2016

Program ini telah diadakan di Pusat Dagangan Dunia Putra, Kuala Lumpur pada 1 Mei 2016. Seramai 34 peserta daripada Kementerian dan agensi dibawahnya telah menghadiri sambutan ini dan telah dirasmikan oleh YAB Dato' Sri Mohd Najib bin Tun Haji Abdul Razak, Perdana Menteri Malaysia.

This programme was held at Putra World Trade Centre, Kuala Lumpur on 1st May 2016. Thirty four (34) representatives from ministry and its agency had attended the celebration which was inaugurated by YAB Dato' Sri Mohd Najib bin Tun Haji Abdul Razak, Prime Minister of Malaysia.

# Sinar Ramadhan dan Riang Ria Aidilftri
## *Sinar Ramadhan and Riang Ria Aidilftri*

Majlis ini telah diadakan di Pusat Dagangan Dunia Putra, Kuala Lumpur pada 21 Jun 2016 dan dihadiri oleh seramai 1100 orang yang terdiri daripada golongan sasar Kementerian.

The event was held at Putra World Trade Centre, Kuala Lumpur on 21st June 2016 and thousand (1000) guests mostly from the ministry's target groups were invited to the event.

# Riang Ria Aidilfitri 2016
## Riang Ria Aidilfitri 2016

Majlis ini telah diadakan di KPWKM pada 25 Julai 2016. Seramai 2000 orang tetamu yang terdiri daripada kumpulan sasar Kementerian telah dijemput untuk meraikan sambutan Hari Raya Aidilfitri.

The event was held at MWFCD on 25th July 2016. Two thousand guests (2000) mostly from the ministry's target groups were invited to celebrate Hari Raya Aidilfitri.





# Sambutan Maal Hijrah Peringkat Kebangsaan 1438H/2016M
## National Maal Hijrah Celebration 1438H/2016M

Sambutan ini telah diadakan di MAEPS, Serdang pada 2 Oktober 2016. Seramai 100 peserta daripada Kementerian dan agensi di bawahnya telah mengambil bahagian dan disempurnakan oleh DYMM Seri Paduka Baginda Yang di-Pertuan Agong.

The celebration was held at MAEPS, Serdang on 2nd October 2016. One hundred 100 representatives from ministry and its agency took part and it was graced by DYMM Seri Paduka Baginda Yang di-Pertuan Agong.

# Aerobik: Hari Sukan Negara 2016
## Aerobic: National Sports Day 2016

Bersempena dengan Hari Sukan Negara 2016, empat Kementerian telah bersama-sama menganjurkan aerobik di Dataran Gemilang, Presint 4, Putrajaya pada 8 Oktober 2016. Empat Kementerian tersebut adalah Kementerian Pembangunan Wanita, Keluarga dan Masyarakat, Kementerian Pembangunan Luar Bandar dan Wilayah, Kementerian Kesejahteraan Bandar, Perumahan dan Kerajaan Tempatan dan Kementerian Komunikasi dan Multimedia Malaysia. Seramai 2000 peserta telah terlibat menjayakan aktiviti hari berkenaan.

In conjunction with the National Sports Day 2016, four ministries had jointly organised aerobic at Dataran Gemilang, Precint 4 Putrajaya on 8th October 2016. The four ministries were Ministry of Women, Family and Community Development, Ministry of Rural and Regional Development, Ministry of Urban Wellbeing, Housing and Local Government and Ministry of Communications and Multimedia Malaysia. 2000 participants from the four ministries had turned up that day.

# Inspektorat Anugerah Khas Keselamatan Perlindungan 2016

## Safety Protection Special Award's Inspectorate 2016

Inspektorat tersebut telah dilaksanakan oleh Pejabat Ketua Pegawai Keselamatan Kerajaan Malaysia di bangunan KPWKM pada 24 – 27 Oktober 2016. Hasil daripada pemeriksaan tersebut amat baik dan aspek keselamatan di bangunan ini telah dinilai sebagai cemerlang.

The inspectorate was conducted by Chief Government Security Office (CGSO) of Malaysia at the MWFCD's building on 24th – 27th October 2016. The outcome of the inspection was very good as the security aspect of the building was rated as excellent.

# Laporan Prestasi 2016

## Performance Report 2016

# Bahagian Pembangunan

## Development Division

# Bahagian Pembangunan
## Development Division

### Program dan Aktiviti
### Program and Activities

**Makmal Pengurusan Nilai Projek Kompleks Penyayang Kempas, Johor**
**Value Management Lab for Kompleks Penyayang Kempas Project**

**1 Julai/July 2016**

Makmal Pengurusan Nilai adalah bertujuan untuk mengenal pasti, menyediakan pilihan dan mengeluarkan komponen dan kos yang tidak menyumbang kepada nilai perkhidmatan, sistem dan projek tanpa menjejaskan objektif dan fungsi Kompleks Penyayang. Makmal Pengurusan Nilai akan mengkaji keperluan fungsi sesuatu reka bentuk, produk, perkhidmatan, projek, kemudahan dan sistem bagi mencapai nilai yang lebih baik dan kos yang optimum tanpa menjejaskan tahap prestasi dan fungsi sesebuah bangunan.

The Value Management Lab set to identify options, components and cost that does not contribute to the value of the service, system. Value Management Lab reviews the function of a particular design, products, services, projects, facilities and systems in order to achieve better value and optimal cost without compromising performance levels and functions of the building.

Laporan Pengurusan Nilai telah merekodkan hasil dapatan kajian (*findings*) antaranya butiran anggaran kos, senarai peralatan, reka bentuk dan sistem yang dipersetujui. Laporan tersebut membolehkan sebarang keputusan atau persetujuan dalam makmal tersebut dirujuk semula (*traceable*) dan rasionalnya difahami.

Value management report is recorded of findings such as the details of cost estimates, list of equipment, system, design. The report allows decisions or agreements in the lab traceable and the rationale is understand.

Bengkel ini telah diadakan pada 28 Jun hingga 1 Julai 2016 melibatkan Jabatan Kerja Raya (JKR), Unit Perancang Ekonomi, Jabatan Perdana Menteri (UPE,JPM), KPWKM, JKM, LPPKN, JPW dan TNB Johor Bahru.

The lab was held from 28 June to 1 July 2016 with the participants from Public Works Department (PWD), the Economic Planning Unit, Prime Minister's Department (EPU, PMO), the KPWKM, JKM, LPPKN, JPW and TNB Johor Bahru.

**Makmal Pengurusan Nilai Cadangan Pembangunan Semula Rumah Kanak-kanak Tengku Budriah, Taman Seri Puteri dan Ibu Pejabat Jabatan Kebajikan Masyarakat Wilayah Persekutuan Kuala Lumpur**
**Value Management Lab for The Project Proposed Redevelopment Rumah Kanak-kanakTengku Budriah, Taman Seri Puteri and JKM Wilayah Kuala Lumpur.**

**1 Ogos/August 2016**

Makmal Pengurusan Nilai adalah bertujuan untuk mengenal pasti, menyediakan pilihan dan mengeluarkan komponen dan kos yang tidak menyumbang kepada nilai perkhidmatan, sistem dan projek tanpa menjejaskan objektif dan fungsi Kompleks Penyayang. Makmal Pengurusan Nilai mengkaji keperluan fungsi sesuatu reka bentuk, produk, perkhidmatan, projek, kemudahan dan sistem bagi mencapai nilai yang lebih baik dan kos yang optimum tanpa menjejaskan tahap prestasi dan fungsi sesebuah bangunan.

The Value Management Lab set to identify options, components and cost that does not contribute to the value of the service, system. Value Management Lab reviews the function of a particular design, products, services, projects, facilities and systems in order to achieve better value and optimal cost without compromising performance levels and functions of the building.

### Pencapaian Utama Bahagian Pembangunan
### The Development Division Main Achievement

Bagi pencapaian sepanjang tahun 2016, sebanyak 4 projek pembangunan KPWKM telah berjaya disiapkan iaitu:
For the year of 2016 achievements, 4 projects has successfully completed which is as follows:

| Bil.<br>*No.* | Projek<br>*Project* | Tempoh Pembinaan<br>*Construction Period* |
|---|---|---|
| 1. | **Taman Sinar Harapan Cheras**<br>**Kos Projek** : RM39.4juta<br>**Kapasiti** : 200 orang penghuni<br>**Objektif** : Memberikan kemudahan penjagaan dan perlindungan kepada penghuni orang kurang upaya.<br><br>**Taman Sinar Harapan Cheras**<br>**Project Costs** : RM 39.4 million<br>**Capacity** : 200 residents<br>**Objective** : provides care and protection to residents of person with disabilities. | September 2011 hingga Mac 2016<br><br>**Tarikh Siap:**<br>31 Mac 2016<br><br>September 2011 to March 2016<br><br>**Completion Date:**<br>31 March 2016 |
| 2. | **Kuarters Rumah Kanak-Kanak Tengku Ampuan Fatimah, Kuantan, Pahang**<br>**Kos Projek** : RM14.7 juta<br>**Kapasiti** : 37 unit kuarters<br>**Objektif** : Kemudahan tempat tinggal yang selesa dan kondusif kepada kakitangan institusi kebajikan.<br><br>**Rumah Kanak-Kanak Tengku Ampuan Fatimah Quarters, Kuantan, Pahang**<br>**Project Costs** : RM14.7 million<br>**Capacity** : 37 units quarters<br>**Objective** : To provide comfortable and conducive accommodation to staff. | Mac 2014 hingga Julai 2016<br><br>**Tarikh Siap:**<br>4 Julai 2016<br><br>March 2014 to July 2016<br><br>**Completion Date:**<br>4 July 2016 |
| 3. | **Kuarters Rumah Kanak-Kanak Taman Bakti, Kepala Batas**<br>**Kos Projek** : RM15.3 juta<br>**Kapasiti** : 37 unit kuarters<br>**Objektif** : Kemudahan tempat tinggal yang selesa dan kondusif kepada kakitangan institusi kebajikan.<br><br>**Rumah Kanak-Kanak Taman Bakti Quarters, Kepala Batas**<br>**Project Costs** : RM15.3 million<br>**Capacity** : 37 units quarters<br>**Objective** : To provide comfortable and conducive accommodation to staff. | Februari 2014 hingga Disember 2016<br><br>**Tarikh Siap:**<br>15 Disember 2016<br><br>February 2014 to December 2016<br><br>**Completion Date:**<br>15 December 2016 |
| 4. | **Pejabat Kebajikan Masyarakat Daerah (PKMD) Gombak**<br>**Kos Projek** : RM5.9 juta<br>**Kapasiti** : 37 unit kuarters<br>**Objektif** : Menyediakan kemudahan pejabat kepada kakitangan PKMD Gombak yang lebih selesa dan kondusif.<br><br>**Social Welfare Office District Of Gombak**<br>**Project Costs** : RM5.9 million<br>**Capacity** : 37 units quarters<br>**Objective** : Provide comfortable and conducive office facilities to the staff. | Mei hingga September 2016<br><br>**Tarikh Siap:**<br>19 September 2016<br><br>May to September 2016<br><br>**Completion Date:**<br>19 September 2016 |

# Laporan Prestasi 2016
## Performance Report 2016

# Bahagian Kolaborasi dan Strategik
## Collaboration and Strategic Division

# Bahagian Kolaborasi dan Strategik

## Collaboration and Strategic Division

### Unit Penilaian
### Assessment Unit

#### Bengkel Penilaian *Outcome*

Bengkel Penilaian *Outcome* ini telah mengadakan tiga bengkel Penilaian *Outcome* untuk tahun 2016:

(i) 3 hingga 5 Mac 2016;
(ii) 28 hingga 29 Mac 2016; dan
(iii) 16 hingga 17 Mei 2016

Objektif bengkel ialah memberi penerangan dan pemahaman kepada pegawai berhubung pelaksanaan penilaian outcome ke atas program/projek yang telah siap yang merangkumi projek fizikal dan bukan fizikal di bawah peruntukan mengurus dan pembangunan di Bahagian dan Jabatan/Agensi masing-masing.

#### Outcome Assessment Workshops

Outcome Assessment Workshops Three outcome assessment workshops were conducted in year 2016:

(i) 3rd to 5th March 2016;
(ii) 28th to 29th March 2016; and
(iii) 16th to 17th May 2016.

Objective is to provide information and understanding on the outcome evaluation of programmes / projects that have been completed, which includes physical and non-physical projects allocated under operational and development expenditures from various departments under MWFCD.

Bagi pelaporan penilaian *outcome*, indikator pencapaian output dan outcome projek/program dan isu dan perkara yang perlu diambil kira semasa menyediakan pelaporan kajian penilaian outcome bagi 10 projek/program terpilih telah dikenal pasti.

For reporting on outcomes, performance indicator (output and outcomes) as well as addressing issues and problems of the 10 projects that have been successfully identified.

#### Kajian Lapangan Penilaian *Outcome*

Kajian lapangan bagi penilaian *outcome* melibatkan institusi dan program berikut:

(i) Rumah Kanak-Kanak Mini Johor, Ulu Tiram pada 26 April 2016;
(ii) Rumah Seri Kenangan Cheng, Melaka pada 27 April 2016; dan
(iii) Sekolah Menengah Pendidikan Khas (Cacat Penglihatan), Setapak pada 5 Mei 2016.

Objektif kajian lapangan ialah untuk pengumpulan data dalam bentuk sesi temu bual, soal selidik, pemerhatian dan dokumen sekunder. *Outcome* kajian lapangan pula mengenai data bagi pembuktian kajian penilaian outcome disediakan.

#### Outcome Assessment Workshops

Three outcome assessment fieldworks were conducted in:

(i) Rumah Kanak-Kanak Mini Johor, Ulu Tiram on 26th April 2016;
(ii) Rumah Seri Kenangan Cheng, Melaka on 27th April 2016; and
(iii) Sekolah Menengah Pendidikan Khas (Cacat Penglihatan), Setapak on 5th May 2016.

Objective to collect data through focus group discussion, survey, questionnaire, observation and secondary data. Outcome Data collection provides evidence to be used in outcome assessment.

Sesi FGD bersama guru sekolah SK Taman Bukit Tiram, Johor Bahru
*Sesi FGD bersama guru sekolah SK Taman Bukit Tiram, Johor Bahru*

Sesi FGD bersama staf RKK Mini di Johor Bahru
*Sesi FGD bersama staf RKK Mini di Johor Bahru*

Team Penilaian Outcome di RSK Cheng, Melaka
*Team Penilaian Outcome di RSK Cheng, Melaka*

Sesi FGD bersama guru SMK Pend Khas Setapak
*Sesi FGD bersama guru SMK Pend Khas Setapak*

## Program Perwani Jom Sihat

- **Pemantauan Pelan Tindakan**
  Objektif adalah untuk mengenal pasti status pelaksanaan setiap pelan tindakan dan bagi memastikan kesemua program dan tindakan selesai sebelum tamat tempoh pelaksanaan. Gerak kerja pemantauan pelan-pelan tindakan dan pelan strategik di bawah Kementerian Pembangunan Wanita, Keluarga dan Masyarakat (KPWKM) telah dijalankan bermula bulan Mac 2016 sehingga Oktober 2016.

  Bermula dengan 10 buah pelan tindakan termasuk pelan strategik, pemantauan pelan tindakan dirangka menggunakan konsep matriks pelan tindakan di mana setiap pelan tindakan disenaraikan mengikut program dan tindakan untuk disemak status pelaksanaannya. Satu bengkel semakan dan penetapan KPI Pelan Tindakan Warga Emas Negara (PTWEN) telah diadakan bagi menentukan KPI dan menyemak semula kandungan PTWEN.

- **Pemantauan Program KPWKM**
  Objektif ialah untuk memastikan pelaksanaan projek yang akan dijalankan menekankan pendekatan berasaskan outcome bagi memastikan *value for money*.

## PERWANI Let's Be Healthy Program

- **Monitoring Action Plan**
  The objective is to identify the status of implementation of each action plan and to ensure that all programs and actions are completed before the end of the implementation period. The monitoring of action plans and strategic plans under the Ministry of Women, Family and Community Development (KPWKM) was conducted from March 2016 to October 2016.

  Starting with 10 action plans including strategic plans, the action plan monitoring is designed using the action plan matrix concept where each action plan is listed according to the program and action to check its implementation status. A review workshop and the setting up of the National Citizens Action Plan KPI (PTWEN) was held to determine the KPI and revise PTWEN content.

- **Monitoring of the KPWKM Program**
  The objective is to ensure that the implementation of the project to be implemented emphasizes on the outcome-based approach to ensure value for money.

## Majlis Menandatangani Memorandum Persefahaman Antara Kementerian Pembangunan Wanita, Keluarga Dan Masyarakat Dengan Maktab Koperasi Malaysia

Kerjasama ini adalah platform bagi KPWKM menjalin kerjasama dengan MKM dalam usaha mengupayakan kumpulan sasar terutamanya kumpulan yang berpendapatan isi rumah B40. Memorandum Persefahaman (MoU) telah ditanda tangani oleh Ketua Setiausaha KPWKM dan Ketua Pengarah MKM dan disaksikan oleh YBhg. Dato' Sri Rohani Abdul Karim, Menteri Pembangunan Wanita, Keluarga dan Masyarakat dan Ketua Setiausaha Kementerian Perdagangan Dalam Negeri, Koperasi dan Kepenggunaan (KPDNKK), YBhg. Dato' Sri Jamil bin Salleh.

## Signing Ceremony Memorandum Of Understanding (Mou) Between Ministry Of Women, Family And Community Development And Co-Operative College Of Malaysia

The collaboration is a platform for cooperation between MWFCD and MKM in empowering the targeted group mainly those in B40 household income group. The Memorandum of Understanding (MoU) was signed by Secretary General of MWFCD and Director General of MKM, witnessed by the Hon. Dato 'Sri Rohani Abdul Karim, Minister of Women, Family, and Community Development and Secretary General of Ministry of Domestic Trade, Co-Operatives and Consumerism, YBhg. Dato' Sri' Jamil bin Salleh.

## Penganjuran Bengkel Semakan Dan Penetapan Kpi Pelan Tindakan Warga Emas Negara (PTWEN)

Pelan Tindakan Warga Emas Negara (PTWEN) telah dirangka berdasarkan Dasar Warga Emas Negara dan menggariskan Program/Tindakan di bawah 6 Teras Strategi. Bahagian Pemantauan dan Penilaian, Kementerian Pembangunan Wanita, Keluarga dan Masyarakat telah menganjurkan Bengkel Semakan dan Penetapan KPI PTWEN pada 24 dan 25 Oktober 2016 bertempat di Ruang Latihan Aras 30, Bangunan KPWKM.

## National Plan Of Action For Older Persons Key Performance Index's Review And Workshop

National Plan of Action for Older Persons (PTWEN) was developed based on National Policy for Older Persons which outlined six core strategies. On 24th and 25th October 2016, Monitoring and Evaluation Division of Ministry of Women, Family and Community Development (MWFCD) has organized a workshop to review the plan of action so that it suits the current need of the elderly in Malaysia.

Bengkel ini bertujuan untuk meneliti setiap program dan tindakan di bawah setiap Teras dalam PTWEN dan menetapkan KPI ke atas setiap program dan tindakan tersebut. Bengkel ini telah disertai oleh wakil daripada agensi Kerajaan utama yang terlibat secara langsung dengan PTWEN iaitu Jabatan Peguam Negara, Kementerian Kewangan, Jabatan Perkhidmatan Awam, Kementerian Pendidikan, Kementerian Pendidikan Tinggi, Kementerian Kesihatan, Unit Perancang Ekonomi, JPM, Kementerian Sumber Manusia, Kementerian Sains, Teknologi dan Inovasi, Kementerian Komunikasi dan Multimedia, Jabatan Kebajikan Masyarakat, Lembaga Penduduk dan Pembangunan Keluarga Negara, Institut Sosial Malaysia, UKM dan Institut Penyelidikan Penuaan Malaysia, UPM.

Apart from that, the workshop was intended to collectively set the KPIs in PTWEN as its monitoring and evaluation measures. The workshop was attended by representatives from Attorney General's Chambers of Malaysia, Ministry of Finance, Public Service Department, Ministry of Education, Ministry of Higher Education, Ministry of Health, Economic Planning Unit, Prime Minister's Department (EPU), Ministry of Human Resources, Ministry of Science, Technology and Innovation, Ministry of Communications and Multimedia, Department of Social Welfare, National Population and Family Development Board, Institut Sosial Malaysia, and Malaysia Research Institute of Age, Universiti Putra Malaysia.

# Bahagian Pengurusan Maklumat

## Information Management Division

### Sistem Maklumat Nasional Isu-Isu Sosial (MANIS)

*Melalui Rolling Plan 1 (2016-¬2017)* Rancangan Malaysia Ke-11, Kerajaan telah meluluskan peruntukan untuk menambahbaik sistem MaNIS sebagai hub utama maklumat isu-isu sosial negara merentasi pelbagai agensi yang meliputi sektor awam, swasta, NGO dan korporat dengan memasukkan ciri-ciri baru yang lebih mesra pengguna dan boleh dicapai dalam pelbagai saluran. Hasrat KPWKM adalah menjadikan MaNIS sebagai pusat rujukan nasional seiring dengan inisiatif Data Raya Sektor Awam.

Pembangunan Sistem MaNIS yang mengandungi empat komponan utama iaitu Pembangunan Portal, Geographical Information System (GIS), Sentimen Analisis dan Aplikasi Mudah Alih (Mobile Apps) melibatkan dua fasa iaitu Fasa I iaitu Pembangunan Portal, Pembangunan GIS dan Sentimen Analisis manakala Fasa II iaitu pembangunan Aplikasi Mudah Alih.

Mesyuarat *Kick Off* MaNIS telah diadakan pada 26 Ogos 2016 yang bertujuan memaklumkan kepada semua pihak yang terlibat dalam pembangunan MaNIS tentang peranan dan tanggungjawab Ahli Jawatankuasa yang dilantik bagi memastikan Sistem MaNIS dibangunkan mengikut kehendak dan keperluan KPWKM.

### National Information System For Social Issues (MaNIS)

Through the 1st Rolling Plan (2016-2017) under the 11th Malaysian Plan, the Government has approved the allocation for MaNIS to improve the system as a major hub of information addressing the country's social issues across various agencies including the public sector, private sector, NGOs and corporate by introducing a new, more user-friendly features and the system to be access through variety of channels. KPWKM intention is to make the MaNIS as the national reference center, in line with the initiative of the Public Data of the Public Sector.

System development consist of four (4) components, namely Portal Development, Geographical Information System (GIS), Sentiment Analysis and Mobile Applications (Mobile Apps) involving two (2) phases: Phase I of the development of the Portal, development of GIS and Sentiment Analysis and phase II of the development of Mobile Applications.

MaNIS Kick Off Meeting was held on 26 August 2016, which aims to inform all parties involved in the development of the system on the roles and responsibilities of the appointed Committee Members to ensure the system is developed according to the requirements and needs of the Ministry.

Mesyuarat Kick Off MaNIS Yang Telah Diadakan Pada 26 Ogos 2016 Di IOI Palm Garden, Putrajaya.
*MaNIS Kick Off Meeting was held on 26 August 2016 at IOI Palm Garden, Putrajaya*

Bengkel Keperluan Pengguna Fasa 1 juga telah diadakan pada 29 – 30 Ogos 2016 yang dihadiri oleh wakil dari setiap bahagian dan agensi di KPWKM. Manakala Ujian Penerimaan Pengguna (UAT) Fasa 1 juga telah selesai diadakan pada 21 dan 22 November 2016 dengan kehadiran 14 orang wakil dari Kementerian dan agensi tertinggi amnya.

Phase 1 User Requirements Workshop was held on 29th to 30th August 2016 and was attended by representatives from each division in the ministry and agencies. While the Phase 1 User Acceptance Test (UAT) held on 21st and 22nd November 2016, with the attendance of 14 representatives from ministries and agencies has completed.

Bengkel Keperluan Pengguna MaNIS Fasa 1 Telah Diadakan Pada 29-30 Ogos 2016 Di IOI Palm Garden, Putrajaya
*Phase 1 User Requirements Workshop was held on 29-30 August 2016 at IOI Palm Garden, Putrajaya*

Latihan Pengguna MaNIS Fasa 1 Telah Diadakan Pada 29-30 Ogos 2016 Di MIMOS Berhad
*Phase 1 User Acceptance Test MaNIS was held on 29-30 August 2016 at IOI MIMOS Berhad*

## Projek Peluasan PDKNet 2016

PDKNet merupakan pelaksanaan program IT dan Multimedia bagi membantu golongan kurang upaya khususnya yang sedang mengikuti Program Pemulihan dalam Komuniti (PDK) di seluruh negara. Melalui projek ini PDK terpilih diberi kemudahan komputer multimedia, komputer *touch screen*, pencetak, projektor dan sistem audio mudah alih.

Sebanyak 60 PDK dari seluruh negara telah terpilih bagi projek perluasan PDKNet Tahun 2016 menjadikan jumlah keseluruhan 150 PDK telah menerima kemudahan ini semenjak tahun 2003.

## PDKNet Expansion Project 2016

PDKNet is the implementation of IT and Multimedia program to help disabled people especially who are currently enrolled in the Community Rehabilitation Programme (PDK) throughout the country. Through this project the pupils be given computers multimedia, touch screen computers, printers, projectors and mobile audio system.

A total of 60 PDK from across the country were selected for expansion projects PDKnet 2016 making a total of 150 PDKs have received this facility since it was launched in 2003

## Lawatan Pemantauan Penggunaan eJKM oleh Timbalan Ketua Setiasusaha (Operasi) ke Institusi Rumah Seri Kenangan Kemumin, Kelantan

Satu lawatan pemantauan penggunaan eJKM yang diketuai oleh YBhg. Dato' Wee Beng Ee, Timbalan Ketua Setiausaha (Operasi) KPWKM telah diadakan pada 17 Mac 2016 bertempat di Rumah Seri Kenangan Taman Kemumin, Kota Bharu, Kelantan. Lawatan ini bertujuan untuk meninjau status penggunaan Sistem eJKM di peringkat daerah dan institusi serta mendapatkan maklumbalas secara terus dari pengguna sistem.

Melalui lawatan pemantauan ini diharapkan penggunaan Sistem eJKM dapat dipertingkatkan secara lebih meluas dan membantu mempercepatkan proses kerja yang berkaitan serta kefahaman pengguna mengenai Sistem eJKM meningkat.

## eJKM usage Monitoring Visits by Deputy Chief Secretary to Rumah Seri Kenangan Kemumin, Kelantan

A visits headed by Dato' Wee Ee Beng, Deputy Secretary General (Operations) of the ministry was held on 17 March 2016 at the Rumah Seri Kenangan, Taman Kemumin, Kota Bharu, Kelantan. The visit aimed to monitor the usage status of eJKM system and institutions at the district level and get direct feedback from the users.

Through these visits the ministry can increase the system's usage and helped speed up the job related process and improved user's comprehension of the system increased.





## Bengkel Penggunaan eJKM Fasa 2 Siri 1/2016 (Modul Pengurusan Kemasukan Warga Emas ke Institusi)

Unit eMasyarakat telah mengadakan satu Bengkel Penggunaan eJKM bermula pada 24 hingga 28 April 2016. Bengkel ini menumpukan Modul Pengurusan Kemasukan Warga Emas ke Institusi sebagai fokus latihan. Seramai 20 orang peserta dari Rumah Seri Kenangan (RSK) seluruh negara telah mengikuti bengkel ini bertempat di Pusat Latihan Perindustrian dan Pemulihan (PLPP), Bangi. Latihan terperinci secara *hands on* tentang pelaksanaan dan pengurusan sistem eJKM di peringkat institusi dan memperoleh maklumbalas daripada peserta mengenai isu dan masalah yang dihadapi semasa menggunapakai Sistem eJKM.

## eJKM Workshop Phase 2, 1/2016 Series

The eMasyarakat Unit held a Workshop on Using eJKM starting on 24 to 28 April 2016. The five-day workshop will focus Elderly Entry Management Module to institutions as the focus of training. A total of 20 participants from Rumah Seri Kenangan (RSK) across the country attended the workshop held at the Industrial Training and Rehabilitation Centre (agreement), Bangi. Through this workshop, they were given a detailed hands-on training on the implementation and management of eJKM system at the institutional level. Obtain feedback from participants on issues and problems faced when applying eJKM system.

## Kaji Semula Dasar Keselamatan ICT (DKICT) Versi 3.0

DKICT Versi 3.0 telah dikaji semula bagi penambahbaikan klausa Peralatan Mudah Alih dan Kerja Jarak Jauh. DKICT Versi 3.1 telah mendapat kelulusan oleh Ketua Setiausaha (KSU) KPWKM dalam mesyuarat JPICT Bil 3/2016 yang diadakan pada 23 November 2016.

## ICT Security Policy Review Version 3.0

DKICT Version 3.0 was reviewed to improve the Mobile Devices and Teleworking clauses. The new Version 3.1 has been approved by the Chief Secretary-General in the 3rd ICT Steering Committee meeting that was held on 23 November 2016.

## Perolehan Perkakasan dan Perisian ICT

Perolehan Perkakasan ICT seperti komputer desktop dan komputer riba telah diterima pada awal Januari 2016 dan telah didaftar sebagai aset alih kerajaan.

Di bawah projek RMK-11 iaitu Pembangunan Portal Sistem Maklumat Nasional Isu-Isu Sosial (MaNIS), sebanyak 21 unit server telah diterima dan didaftarkan sebagai aset kerajaan.

## Procurement of ICT Hardware and Software

Procurement of ICT hardware such as desktop computers and laptops were received in early January 2016 and has been listed as government assets.

Under the 11TH Malaysian Plan, Portal Development of National Information System for Social Issues project, a total of 21 server unit has been received and registered as state property.

## Latihan ICT – Bidang Keselamatan ICT

Bagi meningkatkan tahap kemahiran dan kepakaran pegawai di bawah Skim F (Sistem Maklumat) dalam bidang *Network* dan *Security* di Kementerian dan Agensi, BPM telah menganjurkan beberapa siri latihan seperti:

- **Advanced Web Hacking & Security (Certified)**
  Kursus ini diadakan pada 19 hingga 22 September 2016 bertempat di Phileo Damansara, Petaling Jaya yang dianjurkan oleh syarikat *Condition Zebra*.

- **Network Security & Penetration Testing (Certified)**
  Kursus ini diadakan sebanyak dua sesi iaitu pada 8 hingga 11 Ogos 2016 dan 19 hingga 22 September 2016 di Phileo Damansara, Petaling Jaya yang dianjurkan oleh syarikat Condition Zebra. Seramai lima orang pegawai yang menghadiri kursus ini adalah wakil dari Unit IT NIEW, Unit OR JKM, Unit IT LPPKN dan Unit OR, BPM KPWKM.

- **Security Posture Compliance, Assessment & Penetration Testing (SPCA)**
  Kursus ini diadakan pada 26 hingga 30 September 2016 bertempat di Mines Waterfront Business Park, Seri Kembangan yang dianjurkan oleh MAMPU. Seramai dua orang pegawai dari Unit Operasi dan Rangkaian (OR) BPM, KPWKM telah menghadiri kursus ini.

## Projek Security Posture Assessment (SPA) Anjuran Pihak MAMPU

SPA telah dilaksanakan di KPWKM oleh agensi *Cyber Security Malaysia* (CSM) yang dilantik oleh pihak MAMPU. SPA dijalankan selama tiga bulan di Bahagian Pengurusan Maklumat, bermula pada 29 Ogos hingga 12 Oktober 2016. Projek ini melibatkan

## ICT Training - ICT Security Field

To improve the skills and expertise of employees under the F Scheme (Information Systems) in the field of Network and Security in the Ministry and the Agency, BPM has organized a series of training such as:

- **Advanced web hacking & security (certified)**
  The course was held from 19 to 22 September 2016 at the Phileo Damansara, Petaling Jaya, organized by the Condition Zebra company.

- **Network Security & Penetration Testing (Certified)**
  The course was held in two sessions, from 8 to 11 August 2016 and 19 to 22 September 2016 at the Phileo Damansara, Petaling Jaya, organized by the Condition Zebra Company. A total of five (5) officers attended the course. They were representatives of the IT Unit from NIEW, OR Unit from the welfare department,LPPKN IT Unit and OR Unit from BPM KPWKM.

- **Security Posture Compliance, Assessment & Penetration Testing (SPCA)**
  The course was held on 26 to 30 September 2016 at the Mines Waterfront Business Park, Seri Kembangan organized by MAMPU. There were two officers from the Operations and Network Unit (OR) BPM, KPWKM attended the course.

## Security Posture Assessment Project (SPA) Organized By MAMPU

Security Posture Assessment (SPA) has been implemented in the Ministry by the Cyber Security Malaysia agency (CSM) appointed by MAMPU. SPA was conducted in three months in the Information Management Division, from 29 August to 12 October

Penilaian Tahap Keselamatan Rangkaian dan Sistem ICT (SPA)
Network Security Level and ICT System Assessment (SPA)

server-server kritikal yang ditempatkan di Pusat Data KPWKM dan Pusat Data JKM.

Skop SPA yang telah dipersetujui adalah seperti berikut:
i. *14 Server*
ii. *1 Database*
iii. *1 Network Device*
iv. *1 Network Architecture*
v. *1 Web Application*
vi. *Physical Security*
vii. *Policy Security Review*

### *Penetration Testing*

*Penetration Testing (Pentest)* telah dilaksanakan pada 29 Jun hingga 2 September 2016 oleh syarikat Condition Zebra selama tiga bulan di Bahagian Pengurusan Maklumat. Pentest tersebut dibahagikan kepada dua kategori iaitu *Web Application Pentest* dan *Network Pentest*. Skop pentest adalah seperti berikut:

i. Portal KPWKM
ii. InfoNUR
iii. Talian Kasih
iv. DCM-MaNIS
v. eParlimen
vi. ILMU

2016. The project involves critical servers are placed in the Data Center Data Center ministry and department.

SPA agreed scope is as follows:
i. 14 Server
ii. 1 Database
iii. 1 Network Device
iv. 1 Network Architecture
v. 1 Web Application
vi. Physical Security
vii. Security Policy Review

### Penetration Testing

Penetration Testing (Pentest) was implemented from June 29 to September 2nd 2016 by Condition Zebra Company for three (3) months in the Information Management Division. Pentest is divided into two (2) categories: Web Application and Network Pentest Pentest. Pentest scope is as follows:

i. Portal KPWKM
ii. InfoNUR
iii. Talian Kasih
iv. DCM-MaNIS
v. eParlimen
vi. ILMU

## Projek Pensijilan ISO/IEC 27001:2013 Pengurusan Sistem Keselamatan Maklumat (ISMS)

Kementerian Pembangunan Wanita, Keluarga dan Masyarakat dalam usaha membuat penambahbaikan berterusan keselamatan maklumat secara menyeluruh.

Bagi mematuhi pengauditan ISMS, pihak BPM KPWKM telah mengadakan Bengkel mengemaskini Maklumat ISMS dalam Sistem MYRAM 2.0 pada 11 Oktober 2016.

Audit Dalam ISMS telah dilaksanakan pada 21 hingga 23 November 2016. Pasukan Audit Dalam yang diketuai oleh Pn. Masliyana Binti Azmi dari SPRM, dibantu oleh wakil dari Kementerian Luar Negeri Pn. Zainatun Nadhrah Binti Azmi, En. Rosli Bin Mohd Salleh dari NIEW dan En. Dzairul Ekhzan Bin Khalid dari JKM. Pada 23 November 2016, Laporan Audit Dalam ISMS tersebut telah dibentangkan dalam Mesyuarat Penutup Audit Dalam ISMS yang dipengerusikan oleh YBhg. Dato' TKSU (O).

Pasukan pelaksana akan melaksanakan ISMS selari dengan keperluan ISO/IEC27001:2013. Komitmen daripada semua pihak yang terlibat amatlah perlu bagi memastikan pelaksanaan ISMS di KPWKM dilaksanakan dengan berkesan.

## Pelupusan Aset Alih KPWKM

Pelupusan Aset ICT KPWKM secara hadiah kepada Jabatan Kebajikan Masyarakat telah dilaksanakan pada 30 Jun 2016 sebanyak 50 unit komputer. Pada 14 Disember 2016 sebanyak 93 unit komputer telah dilupuskan secara e-Waste kerana peralatan tersebut telah lama, rosak, tidak boleh digunakan dan tidak seiringan teknologi terkini.

## ISO Certification / IEC 27001: 2013 Information Security Management System Project (ISMS)

The Ministry of Women, Family and Community Development is in line to make continuous improvement of information security as a whole.

In compliance with the ISMS audit, the ministry has conducted Workshop: ISMS Information System My RAM 2.0 on October 11, 2016.

In the ISMS audit that was conducted from 21st to 23rd November 2016. In the audit team lead by Mrs. Masliyana Binti Azmi from MACC, assisted by representatives of the Ministry of Foreign Affairs Mrs. Zainatun Nadrah Binti Azmi, Mr. Rosli Bin Mohd Salleh from NIEW and Mr. Dzairul Ekhzan Bin Khalid from Social Welfare Department. On 23 November 2016, the ISMS Internal Audit Report has been presented in the ISMS Audit Closing Meeting was chaired by Dato' Deputy Secretary General (O).

ISMS implementation team will perform in line with the requirements of ISO / IEC27001: 2013. The commitment of all parties involved is necessary to ensure the implementation of the ISMS in the ministry implemented effectively.

## Asset Disposal Management KPWKM

The Dispose ICT Assets in the ministry as a gift to the Social Welfare Department has been held on 30 June 2016 with 50 units of computers. On 14 December 2016 with 93 units of computers were disposed through e-waste because the equipment was unusable and not alongside the latest technology.

# Bahagian Akaun
## Accounts Division

## Objektif
## Functions

**Objektif utama Bahagian Akaun adalah:**
**The main functions of the Accounts Division are:**

Mempertingkatkan akauntabiliti dan ketelusan pengurusan kewangan dan perakaunan Kerajaan Persekutuan.

To enhance the accountability and transparency of financial and accounting management of the Federal Government.

Memastikan transaksi kewangan dan perakaunan diperakaunkan dengan tepat dan mematuhi peraturan yang berkuat kuasa.

To ensure the financial and accounting transactions are accurately accounted and in compliance with the standard.

Menyediakan maklumat kewangan dan perakaunan yang tepat bagi penyediaan Penyata Kewangan Kerajaan Persekutuan yang berkualiti dan mengikut jadual.

To provide accurate financial and accounting information for the preparation of the Financial Statements of the Federal Government's.

Memastikan pematuhan kepada peraturan yang berkuat kuasa melalui pelaksanaan naziran bayaran, pemantauan dan audit terimaan.

To ensure compliance with regulations through the implementation of payment, monitoring and receipting audit.

Memberi khidmat nasihat yang berkualiti berkaitan perkhidmatan kewangan dan perakaunan mengikut keperluan pelanggan.

To provide advice related to financial and accounting services.

## Laporan Aktiviti

### Pengumpulan Data Bagi Perakaunan Akruan

Seksyen Pengurusan Perakaunan di Bahagian Akaun adalah bertanggungjawab untuk menyelaras aktiviti-aktiviti pengumpulan data bagi persediaan dalam Pelaksanaan Perakaunan Akruan mulai tahun 2018. Maklumat mengenai Aset Alih, Aset Tak Alih, Aset Dalam Pembinaan, Akaun Belum Bayar dan Akaun Belum Terima akan dilaporkan secara bulanan kepada Jabatan Akauntan Negara Malaysia (JANM). Data Perakaunan Akruan kemudiannya dipindahkan ke server 1GFMAS mengikut masa yang ditetapkan oleh JANM.

Status pengumpulan data perakaunan akruan pada 31 Disember 2016 mengikut kategori aset dan liabiliti adalah seperti berikut:-

- **Aset Tak Alih**
  Aset Tak Alih terdiri daripada tanah dan bangunan agensi-agensi di bawah Kementerian. Sejumlah 90 rekod tanah milik Kerajaan Persekutuan telah dimasukkan di dalam senarai Aset Tak Alih, iaitu melibatkan 75 rekod tanah di bawah Jabatan Kebajikan Masyarakat (JKM) dan 15 rekod tanah di bawah Jabatan Pembangunan Wanita (JPW). Sejumlah 90 rekod tanah telah dinilai oleh Jabatan Penilaian dan Perkhidmatan Harta (JPPH) dan nilai tanah berjumlah RM1.056 billion. Jumlah ini adalah berdasarkan nilai kos perolehan atau kos nominal RM1 yang digunakan sebagai asas perekodan baki awal.

  Bagi bangunan milik Kementerian seperti institusi-institusi di bawah JKM dan JPW yang terletak di negeri-negeri di Malaysia, sebanyak 87 bangunan telah dikenalpasti dimana 71 bangunan bagi JKM dan 16 bangunan bagi JPW. Sehingga 31 Disember 2016, 87 rekod bangunan telah dinilai dengan nilai keseluruhan RM569.3 juta.

## Activities Analysis

### Data Collection For Accrual Accounting

Management Accounting Section in Account Division is responsible to coordinate data collection activities for the preparation of the implementation Accrual Accounting starting from year 2018. The information regarding Moveable and Non-Moveable Asset, Asset Under Construction, Account Payable and Account Receivable will be reported monthly to the Accountant General Department of Malaysia (JANM). Accrual accounting data then will be migrated to 1GFMAS server according to the time stipulated by JANM.

As at 31 December 2016, the status of Accrual Accounting data collection by categories of assets and liabilities are as below:-

- **Immovable Assets**
  Immovable assets consisted of agencies' lands and buildings under the Ministry. A total of 90 Federal ownership of land records have been included in the list of Immovable Assets opening balances, namely involving 75 record under the Social Welfare Department (JKM) and 15 land records under the Women's Development Department (JPW). A total of 90 land records has been evaluated by the Valuation and Property Services Department (JPPH) and the present value of the land is RM1,056 billion. This amount is based on the assumption that the cost of acquisition or deemed cost RM1 of the land being used as a basis of measurement for opening balances.

  For the Ministry's building like the institutions under JKM and the JPW located in the states within Malaysia, a total of 87 buildings have been identified for measurement of opening balances respectively 71 for JKM and 16 for the JPW. Until 31 December 2016, 87 records building have been evaluated with overall value RM569.3 million.

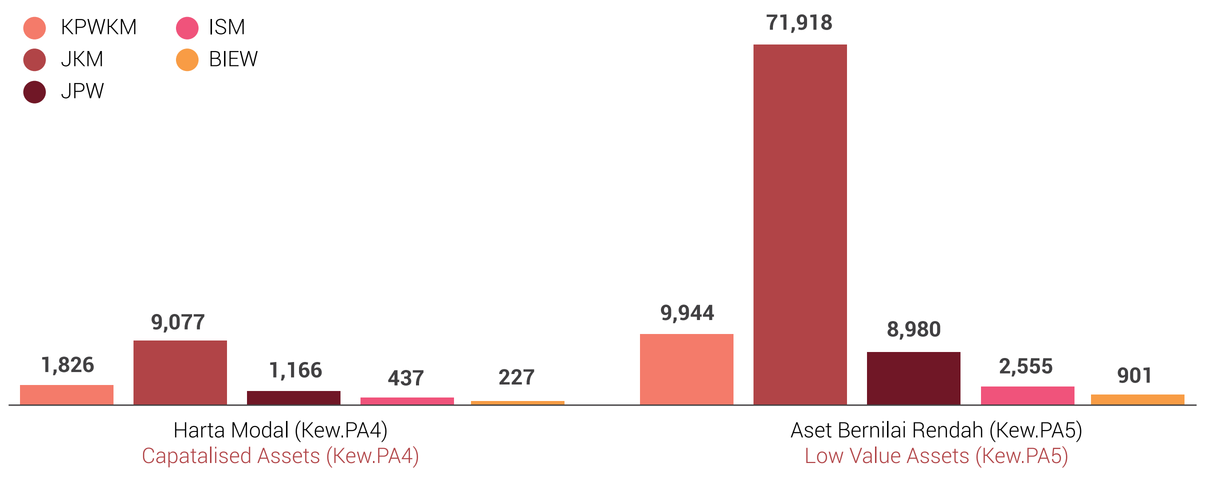
**Jadual 1: Pecahan Aset Tak Alih Mengikut Agensi**
**Table 1: Numbers and values of Immovable Assets by Agencies**

| Agensi *Agency* | Tanah / *Land* | | Bangunan / *Building* | |
|---|---|---|---|---|
| | Bilangan *Number* | Nilai (RM) *Value (RM)* | Bilangan *Number* | Nilai (RM) *Value (RM)* |
| JKM | 75 | 1,054,644,583.00 | 71 | 554,328,600.00 |
| JPW | 15 | 2,207,014.00 | 16 | 14,995,000.00 |
| **Jumlah / *Total*** | **90** | **1,056,851,597.00** | **87** | **59,323,600.00** |

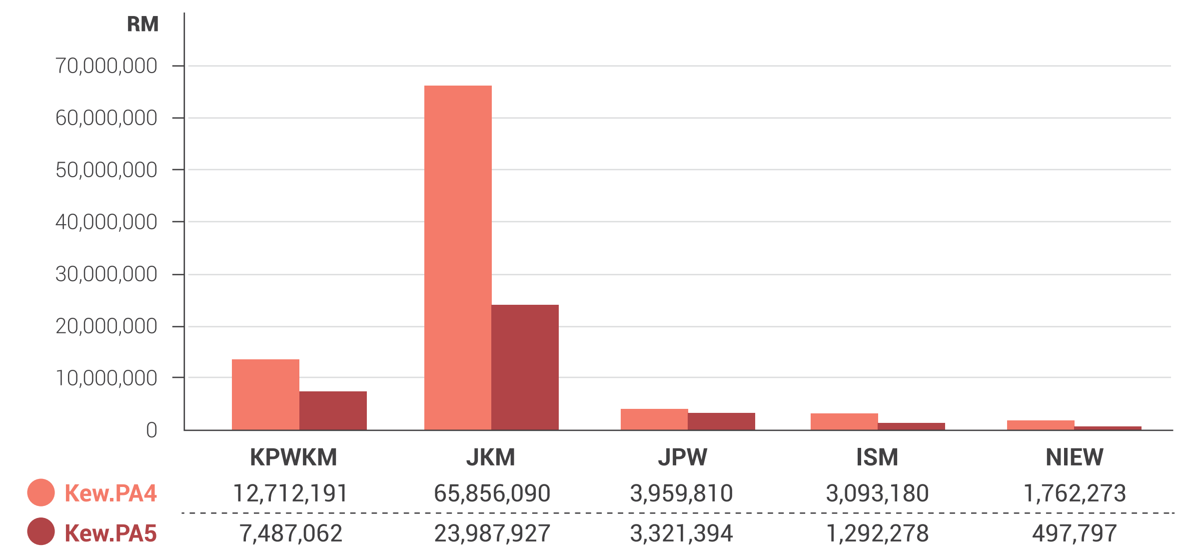
- **Aset Alih**
  Aset Alih terdiri daripada harta modal dan aset bernilai rendah yang telah direkodkan oleh agensi-agensi di bawah Kementerian yang menggunakan Sistem Pengurusan Aset (SPA). Sehingga 31 Disember 2016, jumlah Aset Alih yang dikemaskini dalam sistem berjumlah RM87,383,544.31 bagi harta modal (12,733 unit) dan RM36,568,457.78 bagi aset bernilai rendah (94,298 unit).

- **Movable Assets**
  Movable assets consist of Capitalised Assets and Low Value Assets that have been recorded by agencies under the Ministry using Asset Management System (SPA). Until 31 December 2016, the total movable assets updated in the system amounted to RM87,383,544.31 for Capitalised Assets (12,733 units) and RM36,568,457.78 for Low Value Assets (94,298 units).

**Carta 1: Bilangan Aset Alih Mengikut Agensi**
**Chart 1: Numbers Of Movable Assets By Agencies**




**Carta 2: Nilai Aset Alih Mengikut Agensi**
**Chart 2: Value Of Movable Assets By Agencies**



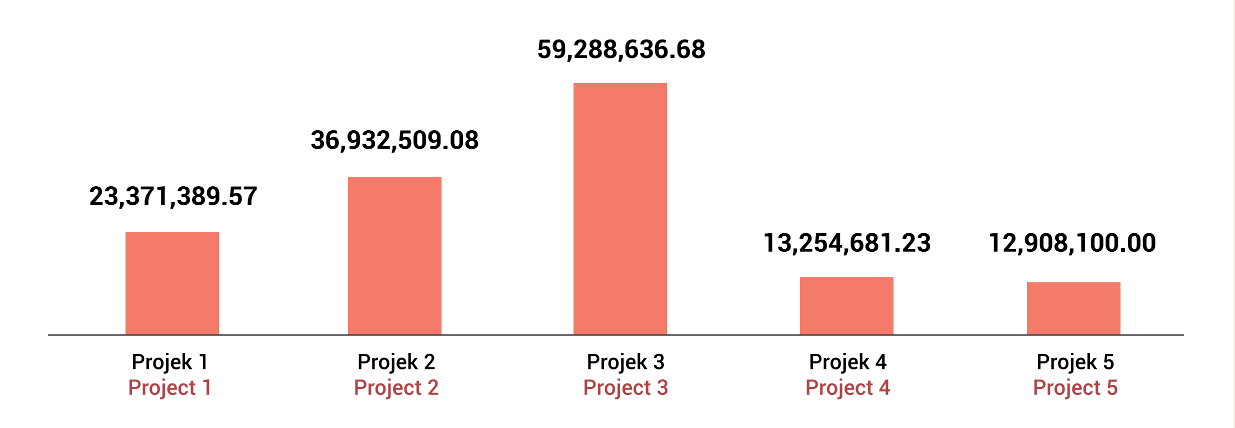

- **Aset Dalam Pembinaan**
  Bagi Aset Dalam Pembinaan, sebanyak lima projek disenaraikan untuk baki awal pengumpulan data pada tahun 2016 dengan perbelanjaan terkumpul sebanyak RM145,755,316.56, iaitu:

**Projek 1** : Taman Sinar Harapan Jubli, Johor Fasa 2;
**Projek 2** : Taman Sinar Harapan Cheras, Selangor;
**Projek 3** : Pembinaan semula kuarters di JKM termasuk RSK Bedong Kedah, RKK Taman Bakti di Pulau Pinang, RSK Tanjung Rambutan di Perak dan RKK Tg. Ampuan Fatimah di Pahang;
**Projek 4** : Rumah Seri Kenangan Seri Iskandar, Perak;
**Projek 5** : Naik taraf Sekolah Tunas Bakti Jerantut, Pahang.

- **Asset Under Construction**
  For Asset Under Construction (AUC), a total of five (5) projects listed for data collection opening balances in 2016 with the cumulative expenses RM145,755,316.56, namely:

**Project 1** : Taman Sinar Harapan Jubli, Johor Fasa 2
**Project 2** : Taman Sinar Harapan Cheras, Selangor
**Project 3** : Redevelopment of JKM quarters including RSK Bedong in Kedah, RKK Taman Bakti in Pulau Pinang, RSK Tanjung Rambutan in Perak dan RKK Tg. Ampuan Fatimah in Pahang
**Project 4** : Rumah Seri Kenangan Seri Iskandar, Perak
**Project 5** : Sekolah Tunas Bakti Jerantut, Pahang.

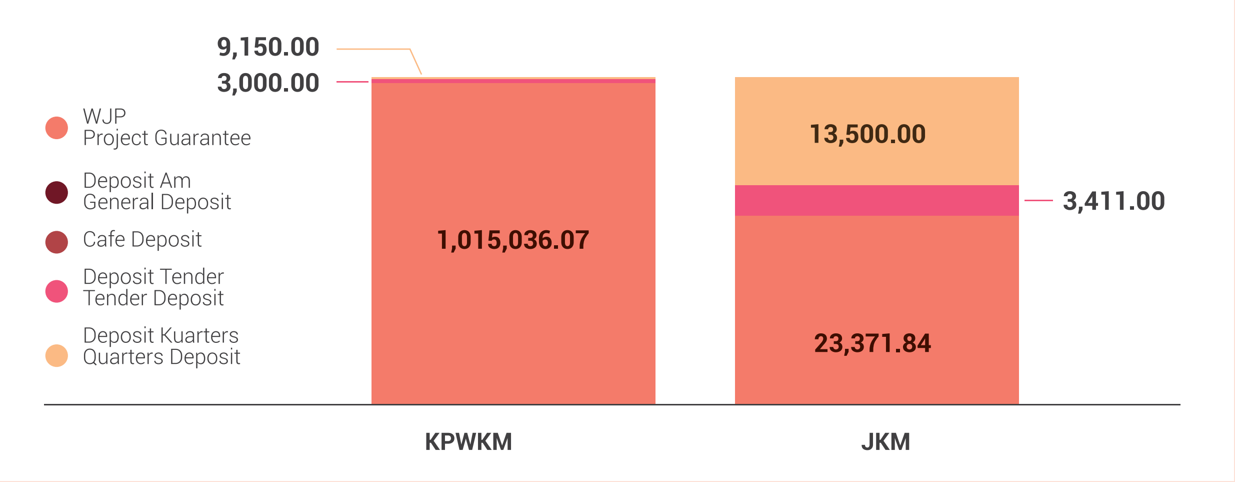
**Carta 3 : Aset Dalam Pembinaan (Perbelanjaan Terkumpul)**
**Chart 3: Asset Under Construction (Cumulative Expenses)**




- **Akaun Belum Bayar**
  Akaun Belum Bayar terdiri daripada Deposit dan Wang Jaminan Pelaksanaan (WJP) yang dipegang oleh Kementerian dan agensi. Sehingga 31 Disember 2016, jumlah keseluruhan Akaun Belum Bayar berjumlah RM1,067,468.91 seperti berikut:

- **Accounts Payable**
  Accounts Payable consist of Deposits and Implementation Project Guarantee (WJP) held by the ministry and agencies. Until 31 December 2016, the total accounts payable amounted to RM1,067,468.91 as follows:

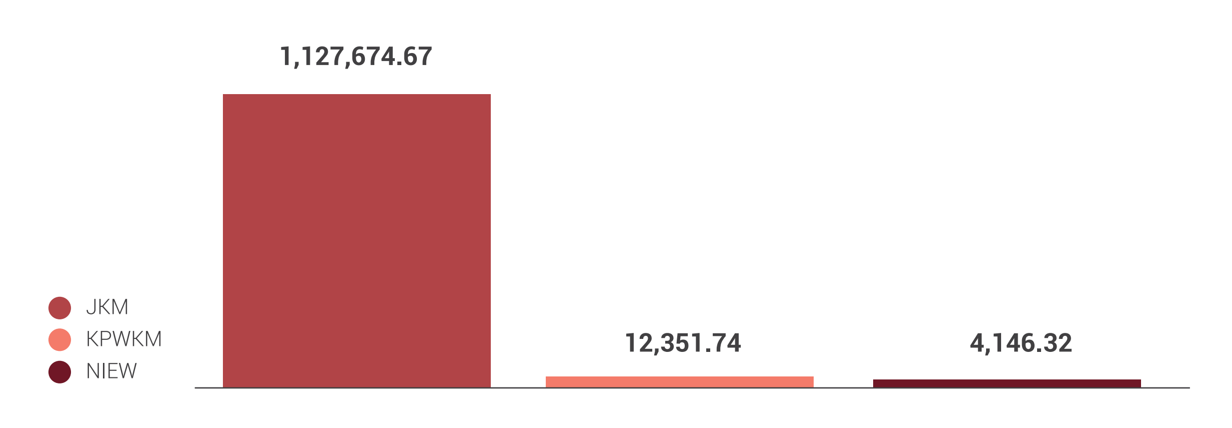
**Carta 4: Akaun Belum Bayar**
**Chart 4: Accounts Payable**








**Carta 5 : Akaun Belum Terima**
**Chart 5: Accounts Receivable**




## Program Latihan Pengurusan Perakaunan dan Kewangan

Beberapa siri latihan berkaitan kewangan dan perakaunan akruan telah dianjurkan oleh Bahagian Akaun seperti di bawah:-

## Accounting and Finance Training Program

During the year 2016, a series of related training on finance and accruals accounting were organized by the Accounts Division as below:

| Bil. *No.* | Nama Kursus *Courses Name* | Tarikh *Date* | Tempat *Venue* |
|---|---|---|---|
| 1. | Kursus Pengurusan Akaun, Gaji, Bayaran dan Terimaan – Zon Sabah dan Sarawak<br>Financial Management Course - Borneo Zone | 26-28 April 2016<br>26-28 April 2016 | Akademi Kastam Diraja Malaysia Sabah, Kota Kinabalu |
| 2. | Latihan 1GFMAS - Modul HCM<br>1GFMAS Training – HCM Module | 25-28 April 2016<br>25-28 April 2016 | Makmal Latihan, Aras 33 KPWKM |
| 3. | Kursus Pengurusan Akaun, Gaji, Bayaran dan Terimaan – Zon Timur<br>Financial Management Course – Eastern Zone | 23-25 Ogos 2016<br>23-25 August 2016 | Akademi Bomba dan Penyelamat Malaysia Wakaf Tapai, Kuala Terengganu |

## Naziran eSPKB

Bahagian Akaun mengambil alih tugas pelaksanaan Naziran eSPKB ke atas sembilan PTJ di bawah seliaan KPWKM daripada Bahagian Akaun Kementerian Kewangan mulai tahun 2015. PTJ yang terlibat adalah:

- Bahagian Kewangan KPWKM
- Ibu Pejabat Jabatan Kebajikan Masyarakat
- Ibu Pejabat Jabatan Pembangunan Wanita
- Institut Sosial Malaysia
- Institut Pengupayaan Wanita Bagi Anggota Pergerakan Negara-Negara Berkecuali (NIEW)
- Jabatan Kebajikan Masyarakat Wilayah Persekutuan Kuala Lumpur
- Pejabat Pembangunan Wanita Negeri Wilayah Persekutuan Kuala Lumpur/Putrajaya
- Sekolah Tunas Bakti Sungai Besi
- Rumah Kanak-kanak Tengku Budriah, Cheras

Lima daripada sembilanPTJ ini mendapat pencapaian Cemerlang (90%-100%), tiga dinilai sebagai Baik (80%-89%) dan satu mendapat markah Memuaskan (70%-79%) pada tahun 2016. Perbandingan pencapaian Naziran eSPKB bagi sembilan PTJ tersebut di antara tahun 2015 dan 2016 adalah seperti Jadual 2.

## Monitoring eSPKB

The Accounts Division began to take over the task of monitoring eSPKB over nine (9) Responsibility Centre (PTJ) under the supervision of the Ministry from the Accounts Division, Ministry of Finance with effect from 2015. PTJ involved are:

- Finance Division of KPWKM
- Head Office of Social Welfare Department (JKM)
- Head Office of Women's Development Department (JPW)
- Social Institute of Malaysia (ISM)
- NAM Institute for the Empowerment of Women (NIEW)
- Jabatan Kebajikan Masyarakat Wilayah Persekutuan Kuala Lumpur
- Pejabat Pembangunan Wanita Negeri Wilayah Persekutuan Kuala Lumpur/Putrajaya
- Sekolah Tunas Bakti Sungai Besi
- Rumah Kanak-kanak Tengku Budriah, Cheras

From these nine (9) PTJ, five (5) of them scored Excellent (90%-100%), three (3) were rated as Good (80%-89%) and one (1) had achieved Satisfactory score (70%-79%) in the year 2016. Comparison of eSPKB achievement for 9 PTJ between 2015 and 2016 is shown in Table 2.

**Jadual 2 : Pencapaian Naziran eSPKB bagi tahun 2015 dan 2016**
***Table 2 : Comparison of eSPKB achievement between 2015 and 2016***

| Bil. *No.* | Pusat Tanggungjawab *PTJ* | 2015 | | 2015 | |
|---|---|---|---|---|---|
| | | (%) | Pencapaian *Achievement* | (%) | Pencapaian *Achievement* |
| 1. | Ibu Pejabat Jabatan Pembangunan Wanita<br>Head Office of JPW | 87.37 | Baik<br>Good | 93.92 | Cemerlang<br>Excellent |
| 2. | Pejabat Pembangunan Wanita WPKL/Putrajaya<br>Head Office of Pembangunan Wanita WPKL/Putrajaya | 93.34 | Cemerlang<br>Excellent | 92.74 | Cemerlang<br>Excellent |
| 3. | NIEW<br>NIEW | 78.09 | Memuaskan<br>Satisfactory | 91.62 | Cemerlang<br>Excellent |
| 4. | Institut Sosial Malaysia<br>Institut Sosial Malaysia | 90.03 | Cemerlang<br>Excellent | 91.21 | Cemerlang<br>Excellent |
| 5. | Rumah Kanak-Kanak Tengku Budriah Cheras<br>Rumah Kanak-Kanak Tengku Budriah Cheras | 84.28 | Baik<br>Good | 90.88 | Cemerlang<br>Excellent |
| 6. | Jabatan Kebajikan Masyarakat WPKL<br>Jabatan Kebajikan Masyarakat WPKL | 72.87 | Memuaskan<br>Satisfactory | 89.77 | Baik<br>Good |
| 7. | Ibu Pejabat Jabatan Kebajikan Masyarakat<br>Head Office of JKM | 78.50 | Memuaskan<br>Satisfactory | 88.74 | Baik<br>Good |
| 8. | Bahagian Kewangan KPWKM<br>Finance Division of KPWKM | 83.27 | Baik<br>Good | 80.85 | Baik<br>Good |
| 9. | Sekolah Tunas Bakti Sungai Besi<br>Sekolah Tunas Bakti Sungai Besi | 73.51 | Memuaskan<br>Satisfactory | 76.82 | Memuaskan<br>Satisfactory |

Penilaian Naziran eSPKB ini adalah berdasarkan kepada pemerhatian ke atas dokumen *sampling* yang diambil dan juga skop semakan naziran yang telah dijalankan seperti berikut:-

- Waran Peruntukan
- Baucar Bayaran
- Baucar Jurnal
- Waran Perjalanan Udara Awam Pukal
- Proses Penyediaan Dokumen Kewangan
- Penyenggaraan Laporan
- Pengurusan Dokumen Kewangan
- Pengurusan Pengguna

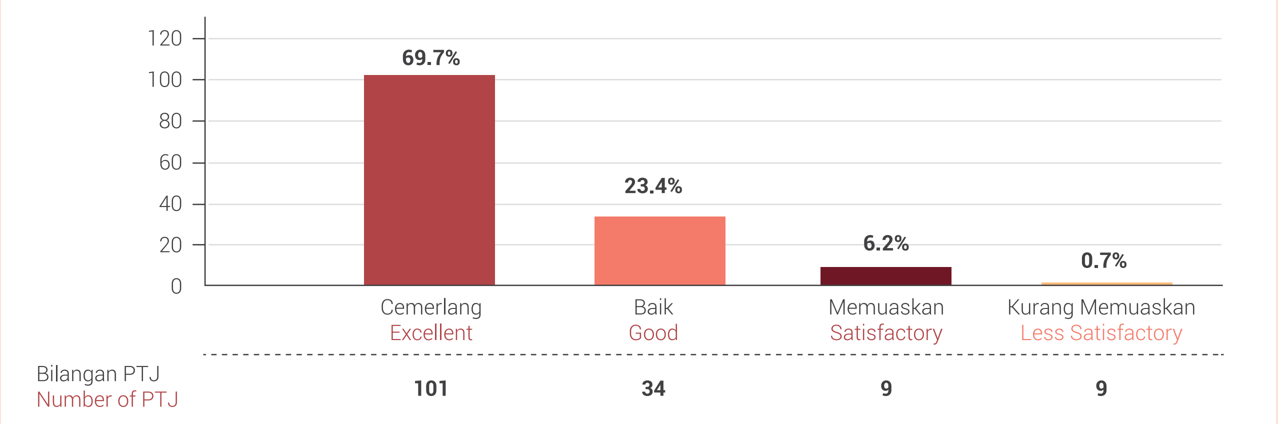
Naziran eSPKB ke atas PTJ Kementerian di seluruh negara dilaksanakan oleh pasukan naziran di Jabatan Akauntan Negara Malaysia Negeri/Cawangan ke atas 70% PTJ di bawah seliaan masing-masing. Analisa naziran ke atas prestasi pematuhan 145 PTJ Kementerian di seluruh Malaysia terhadap peraturan kewangan yang berkuat kuasa adalah seperti di Carta 6. Sebanyak 69.7% (101 PTJ) daripada keseluruhan 145 PTJ yang dinazir telah mendapat pencapaian Cemerlang, 23.4% (34 PTJ) di tahap Baik, 6.2% (9 PTJ) di tahap Memuaskan dan 0.7% (1 PTJ) di tahap Kurang Memuaskan.

Inspectorate assessment of eSPKB is based on the observation on the sampling documents taken as well as the scope of the monitoring review as follows:

- Allocation Warrant
- Payment Voucher
- Journal Voucher
- Public Air Travel Warrant (WPUA)
- Process of Preparing Financial Documents
- Maintenance of Financial Reports
- Financial Documents Management
- Users Management

eSPKB monitoring over Ministry's PTJ throughout the country had been carried out by the Accountant General of Malaysia's State/Branch offices on 70% of the PTJ under their supervision. An analysis on the compliance performance of 145 Ministry's PTJ over financial regulations is provided in Chart 6. 69.7% (101 PTJ) of 145 PTJ monitored had managed to score Excellent, 23.4% (34 PTJ) were rated as Good, 6.2% (9 PTJ) scored Satisfactory, and 0.7% (1 PTJ) was rated Less Satisfactory.

**Carta 6 : Prestasi Pencapaian naziran eSPKB bagi PTJ KPWKM Tahun 2016**
**Chart 6 : eSPKB Monitoring Performance for the year 2016**








## Pengauditan Dokumen Akaun Terimaan (DAT)

Selaras dengan AP139, tanggungjawab Bahagian Akaun KPWKM selaku Akauntan Jabatan Mengakaun Sendiri untuk memastikan supaya pemantauan dan penyeliaan hasil dilakukan. Mulai tahun 2015, Bahagian Akaun KPWKM bertanggungjawab untuk melaksanakan Audit Terimaan ke atas Dokumen Akaun Terimaan (DAT) daripada semua Pejabat Pemungut Kementerian di seluruh negara. Sebanyak 1,955 DAT telah dikemukakan oleh Pejabat Pemungut sepanjang tahun 2016, iaitu purata 163 DAT diterima setiap bulan selewat-lewatnya pada 10hb bagi DAT bulan sebelumnya, seperti yang diperuntukkan dalam AP145.

Bahagian Akaun KPWKM telah melaksanakan Naziran Terimaan ke atas lima Pejabat Pemungut terpilih iaitu Pejabat Kebajikan Masyarakat Daerah (PKMD) Kluang, PKMD Segamat, PKMD Sepang, PKMD Bandar Baharu dan PKMD Sik.

Pengauditan DAT dilaksanakan berdasarkan skop pengauditan seperti berikut:

- Penghantaran Dokumen Terimaan Dalam Tempoh Ditetapkan
- Kebenaran Mengutip Wang/Menulis, Menandatangani Dan Membatalkan Resit/ Merekod Dan Menyemak Buku Tunai
- Kawalan Terhadap Penerimaan Dan Pengeluaran Stok Resit Serta Lain-Lain Dokumen Terkawal
- Perekodan Di Resit/Buku Tunai/Penyata Pemungut
- Penyeliaan Ke Atas Resit/Buku Tunai/Penyata Pemungut
- Pungutan Dibankkan Dalam Tempoh Ditetapkan
- Maklum Balas Pemerhatian Ketidakpatuhan Adalah Lengkap

Analisa prestasi pematuhan DAT mengikut skop pengauditan adalah seperti di Carta 7.

## Auditing On Accounts Receivable Documents (DAT)

In accordance with AP139, it is the responsibility of the Accounts Division as Self Accounting Department to ensure that monitoring and supervision of the revenue and cash receipt been conducted. Starting year 2015, the Accounts Division is responsible for implementing Audit Receipts on Accounts Receivable Documents (DAT) from all the Collector Offices under the Ministry throughout the country. A total of 1,955 DAT were submitted by the Collector Offices in the year 2016, the proportion of 163 DAT received each month not later than the 10th day of the month for DAT from the previous month, as provided in AP145.

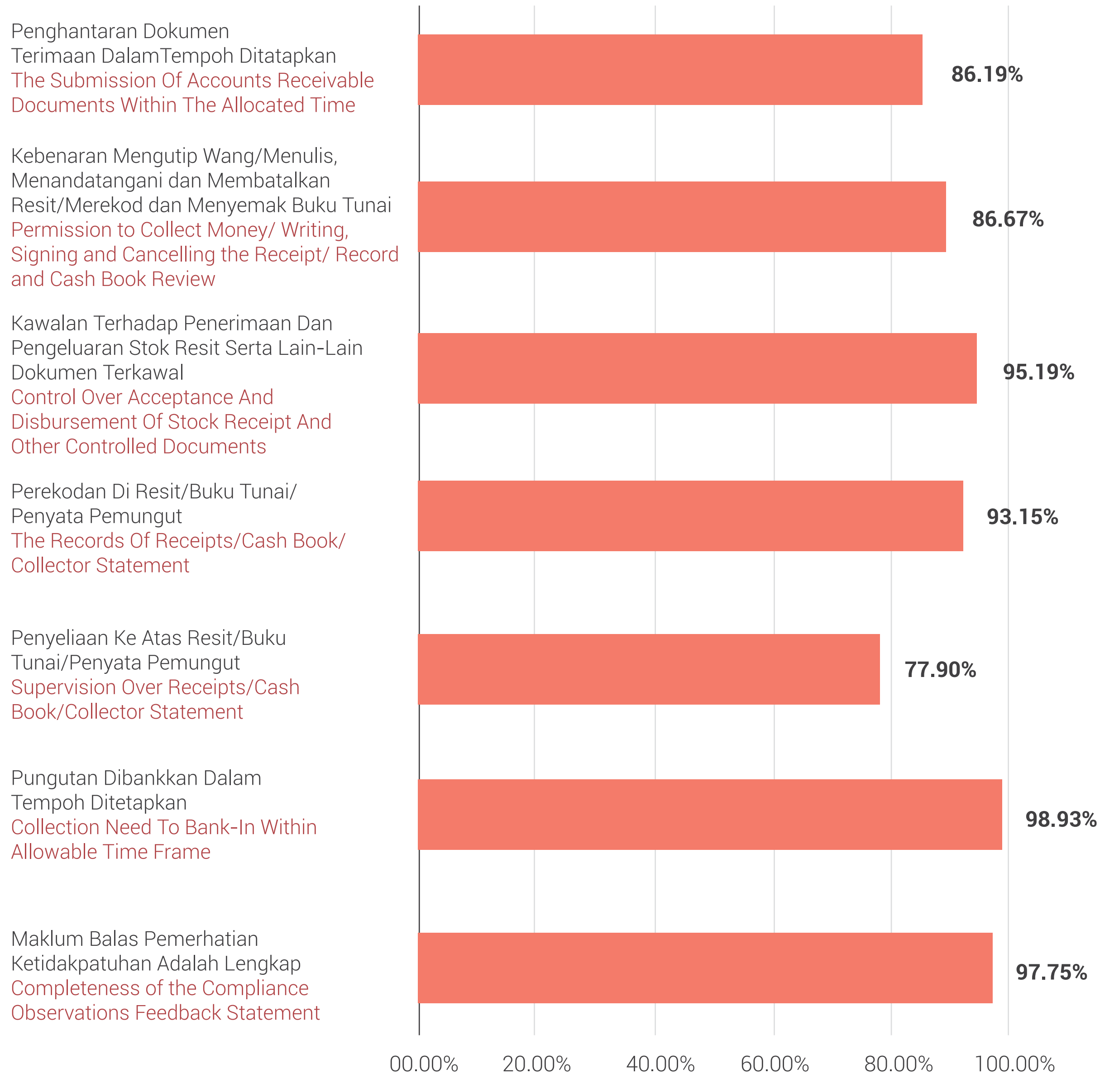
Inspections had also been conducted to five (5) selected Collector Offices during 2016, namely Pejabat Kebajikan Masyarakat Daerah (PKMD) Kluang, PKMD Segamat, PKMD Sepang, PKMD Bandar Baharu and PKMD Sik.

Auditing on DAT is based on the scope as follows:

- The Submission Of Accounts Receivable Documents Within The Allocated Time
- Permission to Collect Money/ Writing, Signing and Cancelling the Receipt/ Record and Cash Book Review
- Control Over Acceptance And Disbursement Of Stock Receipt And Other Controlled Documents
- The Records Of Receipts/Cash Book/ CollectorStatement
- Supervision Over Receipts/Cash Book/Collector Statement
- Collection Need To Bank-In Within Allowable Time Frame
- Completeness of the Compliance Observations Feedback Statement

DAT compliance performance analysis within the scope of the audit is shown in Chart 7.

**Carta 7 : Prestasi Pematuhan DAT**
**Chart 7 : DAT Compliance Performance**






## Pengurusan Bayaran

Bahagian Akaun bertanggungjawab untuk menyelaras dan mengemukakan maklumat Laporan Prestasi Bil dan Tuntutan Bagi Kementerian dan Jabatan di bawah KPWKM ke Jabatan Perdana Menteri melalui sistem e-Laporan JPM.

Sebanyak 67,416 bil dan tuntutan telah diproses di Kementerian dan Jabatan termasuk Pusat Tanggungjawab di negeri-negeri. Prestasi bil bagi tempoh 1-7 hari adalah 96.18 % dengan bil dan tuntutan sebanyak 64,843 . Manakala bagi tempoh 8-14 hari adalah 3.67% dengan bil dan tuntutan sebanyak 2,474. Pecahan dan prestasi pembayaran bil dan tuntutan adalah seperti di Carta 8:

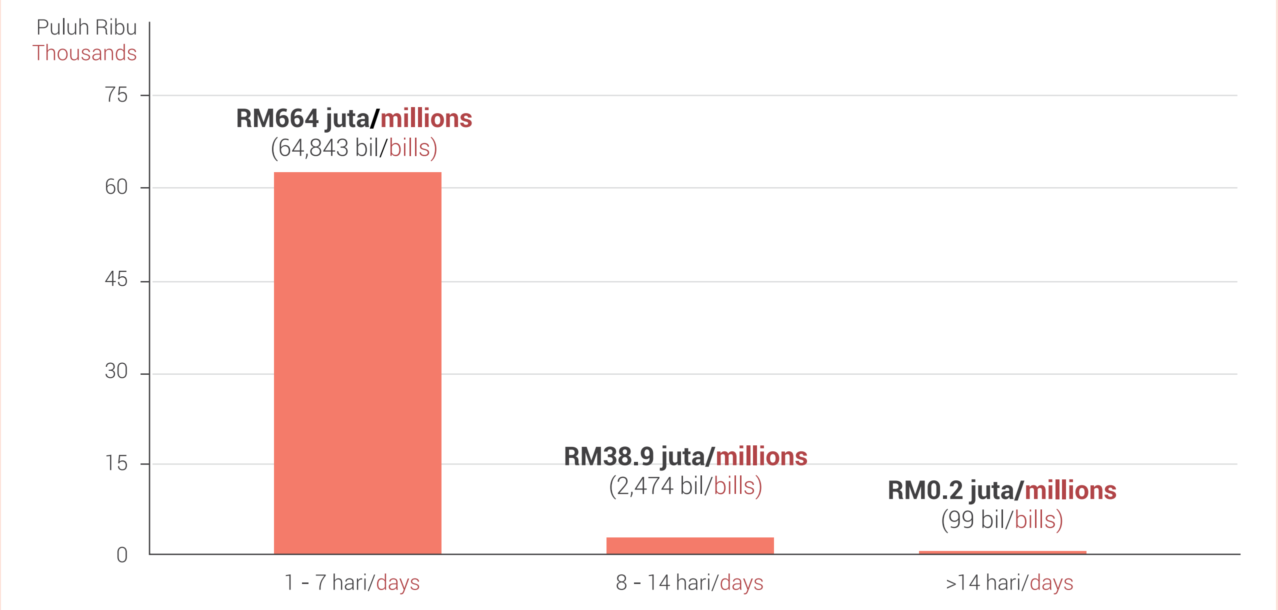
## Payment Management

The Accounts Division is responsible in consolidation of data for Bills and Claims Payment Performance Report for the Ministry and Departments under the Ministry. The report is submitted to the Prime Minister's Department (JPM) through e-Laporan JPM system.

A total of 67,416 bills and claims has been processed at the Ministry and Departments level including Responsibility Centre (PTJ) at the states. 96.18 % or 64,843 bills and claims were processed within one (1) to seven (7) days while 3.67% or 2,474 bills and claims were processed within eight (8) to 14 days. The breakdown of performance are as Chart 8.

**Carta 8 : Prestasi Pembayaran Bil dan Tuntutan di Kementerian dan Jabatan Bagi Tahun 2016**
**Chart 8 : Bills and Claims Payment Performance At Ministry and Departments For Year 2016**

**Carta 9 : Jumlah Pembayaran Bil dan Tuntutan di Kementerian dan Jabatan Bagi Tahun 2016**
**Chart 9: Total Payment of Bills and Claims At Ministry and Departments For Year 2016**




## Pengurusan Gaji

Bahagian Akaun turut bertanggungjawab dalam pengurusan gaji bagi lapan Pusat Pembayar di Lembah Klang iaitu Ibu Pejabat KPWKM, Ibu Pejabat Jabatan Kebajikan Masyarakat (JKM), Ibu Pejabat Jabatan Pembangunan Wanita (JPW), Institut Sosial Malaysia (ISM), *NAM Institute For The Empowerment of Women* (NIEW), Jabatan Kebajikan Masyarakat WP Kuala Lumpur, Rumah Kanak-Kanak Tengku Budriah dan Sekolah Tunas Bakti Sg. Besi.

Sebanyak RM65.83 juta telah dibelanjakan berdasarkan jumlah pendapatan kasar bagi pembayaran gaji 1,243 kakitangan di lapan Pusat Pembayar seperti berikut:

## Payroll Management

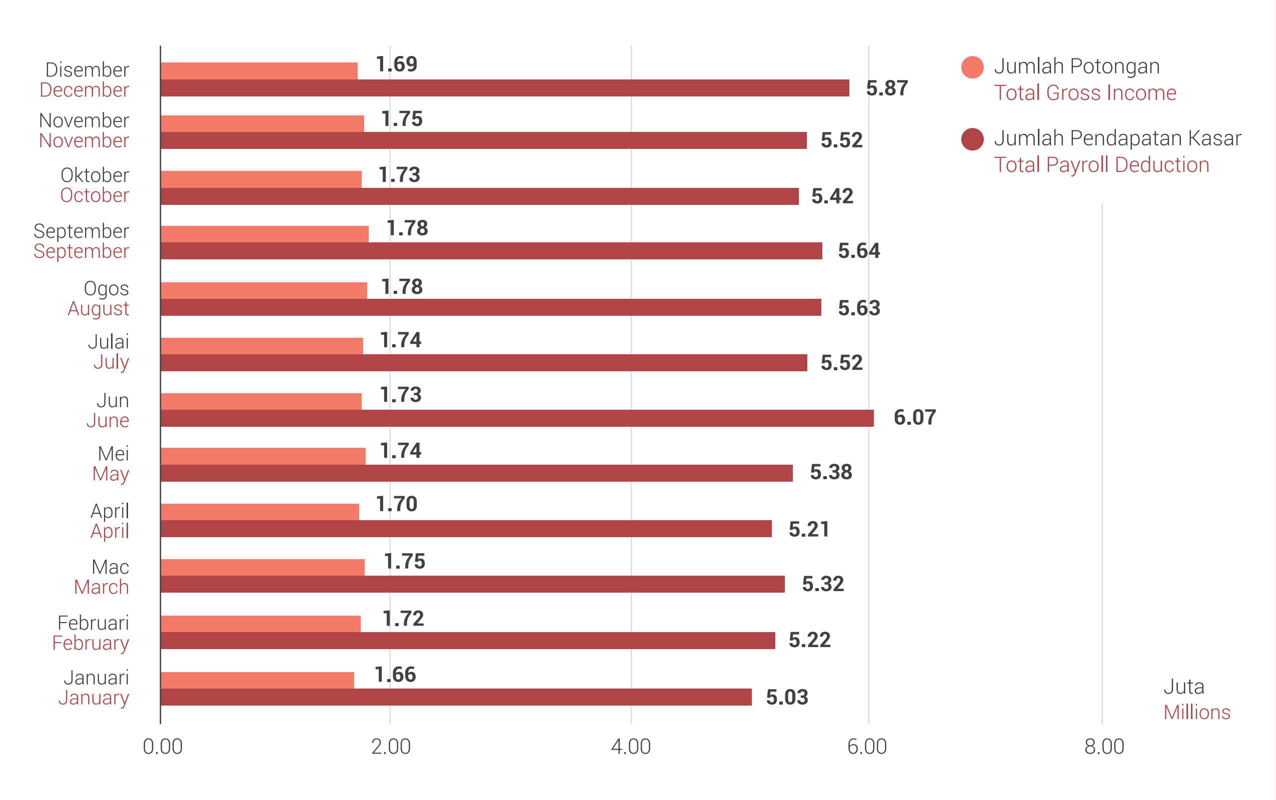
The Accounts Division is also responsbile in managing payroll for eight (8) Pay Center at Klang Valley area consisting the Ministry, Social Welfare Department (JKM), Women's Development Departmnet (JPW), Social Institute of Malaysia (ISM), NAM Institute For The Empowerment of Women (NIEW), Jabatan Kebajikan Masyarakat WP Kuala Lumpur, Rumah Kanak-Kanak Tengku Budriah dan Sekolah Tunas Bakti Sg. Besi.

RM65.83 million has been spent according to the total gross income of 1,243 employees at eight Pay Center as below:





**Carta 10 : Jumlah Pendapatan Kasar dan Potongan Gaji Kakitangan di Kementerian dan Jabatan Bagi Tahun 2016**
**Chart 10: Total Gross Income and Payroll Deduction Employees At Ministry and Departments For Year 2016**




## Pengurusan Akaun

**Penyata Penyesuaian Vot, Hasil dan Amanah**
Bahagian Akaun KPWKM bertanggungjawab memastikan semua PTJ mengakaunkan terimaan dan perbelanjaan dengan betul melalui semakan terhadap Penyata Penyesuaian Vot, Hasil dan Amanah yang disediakan oleh PTJ setiap bulan tanpa gagal. Segala kesilapan mengakaunkan perbelanjaan dan terimaan diselaraskan dan dibuat penyesuaian dengan kadar segera.

## Management of Accounts

**Reconciliation of Vote, Revenue and Trust Fund**
Accounts Division is responsible for ensuring all receipts and expenditure accounted precisely and properly through a monthly review of Reconciliation Vote, Revenue and Trust Fund prepared by PTJ. Any errors or unreconciled items will be adjusted accordingly.

**Akaun Penyelesaian Cek dan EFT Terbatal (APCT)**
Berkuatkuasa 1 Jun 2016, Bahagian Akaun KPWKM telah mengambil alih tanggungjawab dari Bahagian Akaun Kementerian Kewangan dalam pengurusan APCT bagi sembilan PTJ KPWKM meliputi tugas berikut:

- Memproses permohonan penggantian Cek dan EFT terbatal;
- Memproses permohonan pelarasan APCT ke Vot atau Akaun Hasil;dan
- Memproses permohonan bayaran balik hasil (Penggantian APCT yang telah diselaraskan ke Akaun Hasil)

Bahagian ini telah berjaya memproses penggantian APCT 100% dalam tempoh 14 hari dan berjaya mengurangkan baki APCT sebanyak 48.15% berjumlah RM1.095 juta berbanding baki tahun 2015 sepanjang menguruskan APCT tersebut.

**Pengurusan Deposit**
Bahagian Akaun turut bertanggungjawab membantu PTJ mengenalpasti semua deposit-deposit yang masih belum dipulangkan kepada pendeposit asal. Sepanjang tahun 2016, Bahagian ini telah berjaya mengosongkan baki-baki deposit yang telah tamat tempoh pegangan bernilai RM50,243.50 melalui tindakan pewartaan.

**Settlement Account For Void and Rejection of Cheque and Electronic Fund Transfer (APCT)**
Effective June 1, 2016, the Accounts Division of KPWKM has taken over the responsibility of the Ministry of Finance in managing this account for nine PTJ under Ministry including these following tasks:

- Processing applications for reimbursement check and EFT void;
- Processing application for adjustments APCT to vote or revenue account;
- Processing application for reimbursement APCT which has been adjusted to revenue account.

As at December 2016, the division is able to process 100% replacement within fourteen (14) days and have managed to reduce 48.15% of APCT worth of RM1.095 million compared to the remainder of 2015.

**Deposits Management**
In addition, the Accounts Division is also responsible for assisting PTJ to identify all deposits that have yet to be returned to the original depositor. Throughout 2016, the Division had successfully cleared the balances of deposits that have expired worth of RM50,243.50 through the proclamation.

# Unit Penasihat Undang-undang

## Legal Advisory Unit

**Aktiviti-aktiviti yang telah disertai Unit PUU sepanjang 2016 adalah:**
**Activities that have been participated by the PUU Unit throughout 2016 are:**

| Bil. *No.* | Aktiviti *Activities* | Tarikh *Date* | Input *Input* |
|---|---|---|---|
| **Wanita** ***Women*** | | | |
| 1. | Sesi Pertemuan dan Perbincangan bersama wakil-wakil *National Council of Women's Organisation* berhubung NCWO's *Law Reform Memorandum (Priority Areas).* Meeting Session and Discussion with representatives from National Council of Women's Organisation regarding NCWO's Law Reform Memorandum (Priority Areas) | 13 Januari 2017 13 January 2017 | Dihadiri oleh PUU1. Attended by PUU1. |
| 2. | *Regional Review on Laws, Policies and Practices within Asean Relating to the Identification, Management and Treatment of Victims of Trafficking, Especially Women and Children.* Regional Review on Laws, Policies and Practices within Asean Relating to the Identification, Management and Treatment of Victims of Trafficking, Especially Women and Children.<br><br>**Tempat:** Bilik Mesyuarat Aras 36<br>**Venue:** Meeting Room, Level 36 | 14 April 2016 14 April 2016 | Dihadiri oleh PUU1 berkenaan undang-undang pemerdagangan wanita dan kanak-kanak. Attended by PUU1 regarding women and children trafficking. |
| 3. | Perbincangan dengan Datuk SG II Berkenaan Laporan Negara CEDAW Ketiga, Keempat dan Kelima. Discussion with Datuk SG II regarding the Third, Fourth, and Fifth CEDAV Country Report.<br><br>**Tempat:** Jabatan Peguam Negara<br>**Venue:** National Lawyer Department | 14 April 2016 14 April 2016 | Dihadiri oleh PUU1 berkenaan laporan CEDAW. Attended by PUU1 regarding CEDAV report. |
| **Kanak-kanak** ***Childrens*** | | | |
| 4. | Program *Knowledge Sharing: Child Protection and Best Practices* Program Knowledge Sharing: Child Protection and Best Practices<br><br>**Tempat:** Dewan Perdana Nur KPWKM<br>**Venue:** Dewan Perdana Nur KPWKM | 13 Januari 2016 13 January 2016 | Dihadiri oleh PUU1 berkenaan cara terbaik memberi perlindungan kepada kanak-kanak. Presented by PUU1 regarding the best way to protect children. |
| 5. | LAB Penyediaan Peraturan/Garis Panduan/SOP Akta Kanak-kanak (Pindaan) 2015 LAB Rules Preparation/Guidelines/ SOP of Children Act (Amendment) 2015<br><br>**Tempat:** ILKAP<br>**Venue:** ILKAP | 19-21 Februari 2016 19-21 February 2016 | Unit PUU telah turut serta sebagai pembentang mengenai Akta Kanak-kanak dan juga fasilitator. PUU Unit joined as presenters regarding Children Act and facilitator |
| **Sesi Taklimat Berkenaan Ruu Kanak-Kanak (Pindaan) 2015** ***Media Session Briefing for Children*** | | | |
| 6. | Sesi Media Briefing RUU Kanak-kanak (Pindaan) 2015 Media Session Briefing for Children Bill (Amendment) 2015 | 18 Januari 2016 18 January2016 | |

| Bil. *No.* | Aktiviti *Activities* | Tarikh *Date* | Input *Input* |
|---|---|---|---|
| | **Tempat**: Auditorium ISM<br>**Venue**: Auditorium ISM | | |
| 7. | Taklimat RUU KK (Pindaan) 2015 kepada Pertubuhan Bukan Kerajaan<br>Briefing for RUU KK (Amendment) 2015 to Non Governmental Organisation (NGO)<br><br>**Tempat**: Dewan Perdana Kasih KPWKM<br>**Tempat**: Dewan Perdana Kasih KPWKM | 23 Februari 2016<br>23 February 2016 | |
| 8. | Taklimat RUU KK (Pindaan) 2015 kepada D11 PDRM<br>Briefing for RUU KK (Amendment) 2015 to Non Governmental Organisation (NGO)<br><br>**Tempat**: Child Interview Centre (CIC)<br>**Venue**: Child Interview Centre (CIC) | 4 Mac 2016<br>4 March 2016 | |
| 9. | Taklimat RUU KK (Pindaan) 2015 kepada YBTM dan Tan Sri Lee Lam Thye<br>Briefing for RUU KK (Amendments) 2015 to YBTM and Tan Sri Lee Lam Thye<br><br>**Tempat**: Bilik Mesyuarat, Aras 31<br>**Venue**: Meeting Room, Level 31 | 4 Mac 2016<br>4 March 2016 | |
| 10. | Taklimat RUU KK (Pindaan) 2015 kepada Ahli Parlimen-Sesi Kumpulan Kecil<br>Briefing for RUU KK (Amendments) 2015 to the Member of the Parliaments-Small Groups Session<br><br>**Tempat**: Parlimen Kuala Lumpur<br>**Venue**: Kuala Lumpur Parliament | 29 Mac 2016<br>29 March 2016 | |





| Bil. *No.* | Aktiviti *Activities* | Tarikh *Date* | Input *Input* |
|---|---|---|---|
| 11. | Mesyuarat Majlis Kebangsaan Pembangunan Wanita dan Keluarga<br>National Woman's and Family Development Meeting<br><br>**Tempat**: Dewan Kasih KPWKM<br>**Venue**: Dewan Kasih KPWKM | 20 Oktober 2016<br>20 October 2016 | Unit PUU telah membuat pembentangan Akta Kanak-kanak (Pindaan) 2015 dan RUU Keganasan Rumahtangga.<br>PUU Unit presented Children Act (Amendment) 2015 and Household Violence Bill |
| 12. | Bengkel Pemurnian Peraturan-peraturan Selaras Dengan Akta Kanak-kanak (Pindaan) 2016<br>Workshop on Purification of Rules in line with Children Act (Amendment) 2016 | 14-17 November 2016<br>14-17 November 2016 | Bengkel Anjuran Unit PUU untuk penyediaan Peraturan Kanak-kanak.<br>Workshop conducted by PUU Unit for Children Act preparation |
| **OKU**<br>***OKU*** | | | |
| 13. | Mesyuarat Majlis Kebangsaan bagi Orang Kurang Upaya ke Majlis Bandaraya Kuching Selatan<br>National Meeting for Persons with Disabilities to South Kuching City Council<br><br>**Tempat**: Bilik Mesyuarat Utama Aras 4 UTC Sarawak<br>**Venue**: Main Meeting Room, Level 4, UTC Sarawak | 23 Februari 2016<br>23 February2016 | Dua orang wakil Unit PUU telah turut serta dalam lawatan tersebut.<br>Two representatives from PUU Unit joined the visit |
| **Jemputan Sebagai Penceramah**<br>***Invited As The Speaker*** | | | |
| 14. | Jemputan sebagai Penceramah Kursus Pengenalan Jabatan & Program Transformasi Minda (PTM) Siri 1/2016<br>Invited as the speaker for Department Introduction & Mind | 17 Februari 2016<br>17 February 2016 | Ceramah telah disampaikan oleh Ketua Unit PUU.<br>The talk was delivered by UPUU Chief |

| Bil.<br>*No.* | Aktiviti<br>*Activities* | Tarikh<br>*Date* | Input<br>*Input* |
|---|---|---|---|
| | Transformation Program (PTM) Series 1/2016.<br><br>**Tempat**: PLPP Bangi<br>**Venue**: PLPP Bangi | | |
| 15. | Jemputan sebagai Penceramah Kursus Pengenalan Jabatan & Program Transformasi Minda (PTM) Siri 1/2016<br>Invited as the speaker for Department Introduction & Mind Transformation Program (PTM) Series 1/2016<br><br>**Tempat**: PLPP Bangi<br>**Venue**: PLPP Bangi | 3 April 2016<br>3 April 2016 | Ceramah telah disampaikan oleh Ketua Unit PUU<br>The talk was delivered by UPUU Chief |
| 16. | Ceramah Sistem Pentadbiran Negara PUU KPWKM<br>The System of Nation Administration PUU PKWKM Talk<br><br>**Tempat**: PLPP Bangi<br>**Venue**: PLPP Bangi | 9 Ogos 2016<br>9 August 2016 | Ceramah disampaikan oleh Ketua Unit PUU<br>The talk was delivered by UPUU Chief |
| 17. | Jemputan sebagai Penceramah Kursus Pengenalan Jabatan & Program Transformasi Minda (PTM) Siri 1/2016<br>Invited as the speaker for Department Introduction & Mind Transformation Program (PTM) Series 1/2016<br><br>**Tempat**: PLPP Bangi<br>**Venue**: PLPP Bangi | 6 September 2016<br>6 September 2016 | Ceramah telah disampaikan oleh Ketua UPUU.<br>The talk was delivered by UPUU Chief |

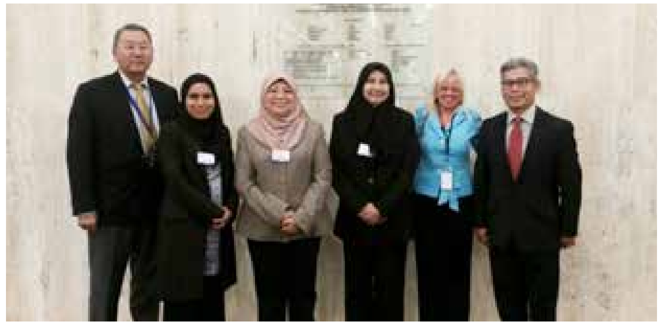
| Bil.<br>*No.* | Aktiviti<br>*Activities* | Tarikh<br>*Date* | Input<br>*Input* |
|---|---|---|---|
| 18. | Penceramah bagi Speakers Corner Sempena Hari Wanita Kebangsaan<br>The speaker for Speakers Corner in conjunction with National Women's Day<br><br>**Tempat**: PICC Putrajaya<br>**Venue**: PICC Putrajaya | 25 Ogos 2016<br>25 Augusy 2016 | Ceramah disampaikan oleh PUU2 bertajuk Keganasan Terhadap Wanita dan Undang-undang<br>The talk was delivered by PUU2 entitled Violence Towards Women and Laws |
| 19. | *Forum on Woman and The Law-Know Your Rights*<br>Forum on Woman and The Law-Know Your Rights<br><br>**Tempat**: Hotel Pullman Kuala Lumpur<br>**Venue**: Hotel Pullman Kuala Lumpur | 22 Oktober 2016<br>22 October 2016 | Unit PUU Puan Zahida Zakaria telah membuat pembentangan kertas bertajuk *The Role Of Government In Ensuring Women's Right Are Protected*<br>Pn Zahida Zakaria presented papers entitled The Role of Government in Ensuring Women's Right are Protected |
| **Lain-lain Aktiviti**<br>***Others Activity*** | | | |
| 20. | Lawatan ke SPRM<br>Visit to SPRM | 21 Januari 2016<br>21 January 2016 | Wakil Unit PUU telah turut serta dalam lawatan tersebut.<br>PUU Unit representatives joined the visit |
| 21. | OPS Jumaat dan *Roadshow* Pengukuhan Integriti Peringkat Ibu Pejabat Tahun 2016<br>Friday OPS and Headquarter Level Integrity Inauguration 2016<br><br>**Tempat**: Bilik Mesyuarat, Aras 35<br>**Venue**: Meeting Room, Level 35 | 22 Januari 2016<br>22 January 2016 | Program OPS Jumaat yang digabungkan antara Pejabat Menteri, Pejabat Timbalan Menteri, Pejabat KSU & TKSU, UKK, UPUU, ULLK disempurnakan dan telah dihadiri oleh 15 orang kakitangan.<br>Friday OPS which was combined with Prime Minister Office, Deputy PM Office, KSU & TKSU Office, UKK, UPUU, and ULLK was carried out and attended by 15 staff |

| Bil. *No.* | Aktiviti *Activities* | Tarikh *Date* | Input *Input* |
|---|---|---|---|
| 22. | Kursus Pengurusan Harta Pusaka di dalam Islam<br>Inheritance Management in Islam Course<br><br>**Tempat**: Aras 17 KPWKM<br>**Venue**: Level 17 KPWKM | 10 Mac 2016<br>10 March 2016 | Di hadiri oleh pegawai sokongan<br>Attended by supporting officers |
| 23. | ACWC Workshop with CSOS<br>ACWC Workshop with CSOS<br><br>**Tempat**: Holiday Inn Silom Bangkok<br>**Venue**: Holiday Inn Silom Bangkok | 28-31 Mac 2016<br>29-31 March 2016 | Program telah dihadiri oleh Ketua Unit PUU<br>Attended by PUU Chief Unit |
| 24. | Lawatan Kerja ke London dan Paris<br>Work Visit to London and Paris | 19-22 September 2016<br>19-22 September 2016 | Telah disertai oleh Ketua Unit PUU<br>Attended by PUU Chief Unit |
| 25. | Sesi Khas Pengurusan Tertinggi Agensi Kerajaan Bersama Sir Roger Singleton Mengenai Pemeliharaan Berasaskan Keluarga<br>Highest Government Administration Agency Special Session with Sir Roger Singleton regarding Family Based Care<br><br>**Tempat**: Bilik Mesyuarat, Aras 36<br>**Venue**: Meeting Room, Level 36 | 21 November 2016<br>21 November 2016 | Telah dihadiri oleh Ketua Unit PUU<br>Attended by PUU Chief Unit |
| 26. | Seminar Perbandingan Antara Akta Perlindungan Saksi (Akta 696) Dengan Akta Pelrindungan Pemberi Maklumat 2010 [Akta 711] Bagi Tahun 2016<br>Seminar on Comparison between Witness Protection Act (Act 696) with the Informant Protection Program 2010 (Act 711) 2016<br><br>**Tempat**: Dewan Harmoni BHEUU<br>**Venue**: Harmoni Hall BHEUU | 6 Disember 2016<br>6 December 2016 | Telah dihadiri oleh Ketua Unit PUU<br>Attended by PUU Chief Unit |
| 27. | Majlis Anugerah Perkhidmatan Cemerlang Tahun 2016<br>Excellent Service Award Ceremony 2016<br><br>**Tempat**: PLPP Bangi<br>**Venue**: PLPP Bangi | 22 Mac 2016<br>22 March 2016 | Seorang pegawai PUU iaitu Cik Shazreen binti Shaaban telah menerima anugerah<br>Ms Shazreen binti Shaaban, a PUU officer received an award |
| 28. | Sesi Buka Puasa<br>Breaking Fast Session | Jun<br>June | Sesi buka puasa Unit PUU<br>Breaking fast Session for PUU Unit |
| 29. | Majlis Jamuan Raya Unit PUU<br>PUU Unit Raya Banquet | 29 Julai 2016<br>29 July 2016 | |
| 30. | Majlis Makan Tengahari Bersama Pasukan Kerja Akta Kanak-kanak (Pindaan) 2015<br>Luncheon with Children Act (Amendment) Team 2015<br><br>**Tempat**: Hotel Le Meridian, Putrajaya<br>**Venue**: Le Meridian Hotel, Putrajaya | 27 Oktober 2016<br>27 October 2016 | Majlis tersebut turut dihadiri YB Menteri.<br>The Minister attended the event |

**Mesyuarat Majlis Kebangsaan bagi Orang Kurang Upaya ke Majlis Bandaraya Kuching Selatan**
**National Council for Disabled Persons to the South Kuching City Council**

**Penceramah bagi Speakers Corner Sempena Hari Wanita Kebangsaan, PICC Putrajaya**
**Speaker for Speakers Corner in conjunction with the National Women's Day, PICC Putrajaya**

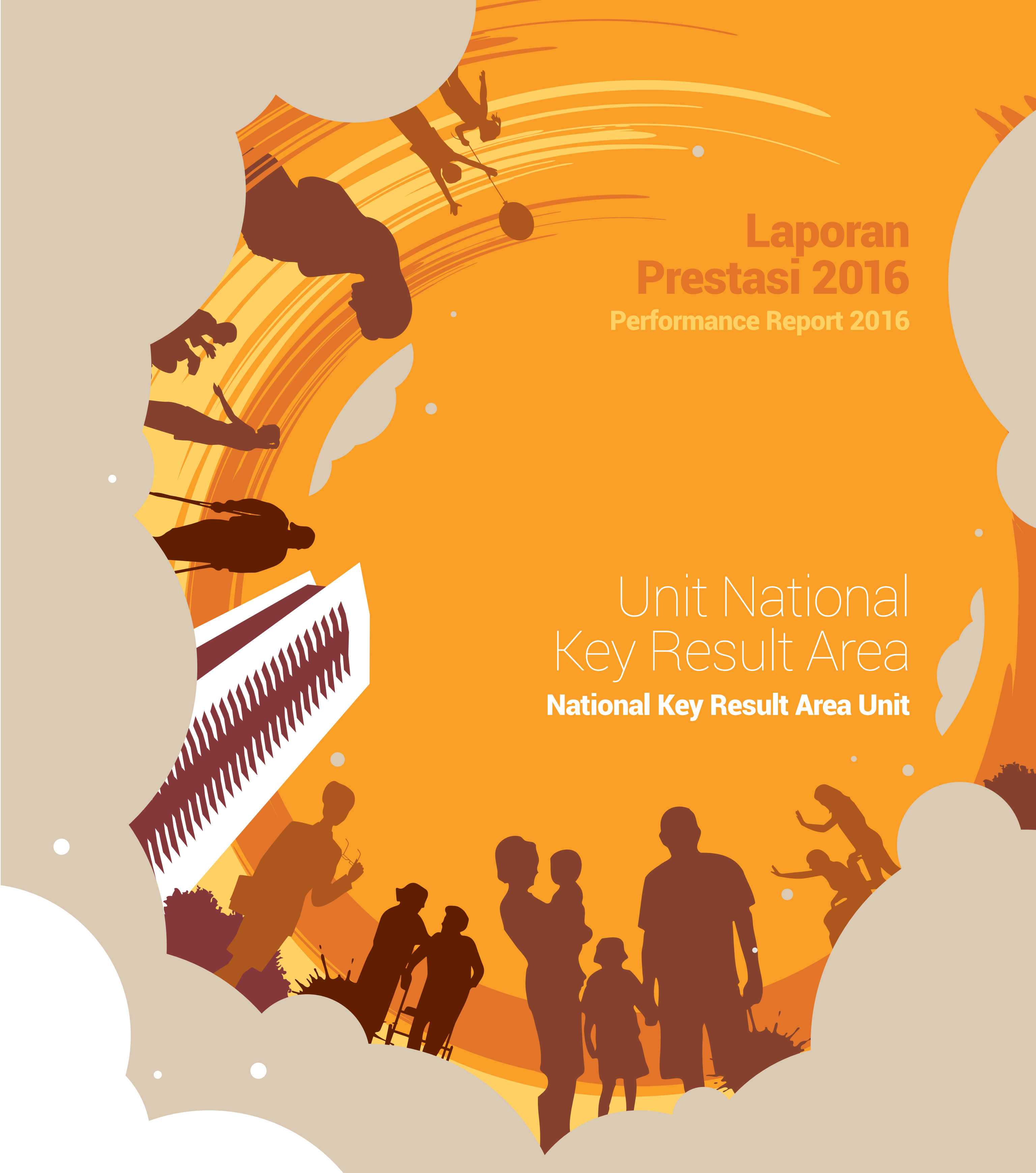
**Lawatan Kerja ke London dan Paris**
**Working Visit to London and Paris**



**Sesi Buka Puasa unit PUU**
**PUU Unit Breaking Fast Session**

**Majlis Jamuan Raya**
**Eid Banquet Ceremony**

**Majlis Makan Tengahari Bersama Pasukan Kerja Akta Kanak-kanak (Pindaan) 2015, Hotel Le Meridian Putrajaya**
**Luncheon with Child Act (Amendment) 2015 Work Force Team, Hotel Le Meridian Putrajaya**



# Laporan Prestasi 2016
## Performance Report 2016

# Unit National Key Result Area
## National Key Result Area Unit

# Unit National Key Result Area

## National Key Result Area unit

## Program dan Aktiviti
## Program and Activities

### Program Transformasi Sahabat Amanah Ikhtiar Malaysia (AIM) Dari Industri Mikro Kepada Industri Kecil Melalui Pendidikan Kewangan - Taylor's University (TU)
### Transformation Program of Sahabat Amanah Ikhtiar Malaysia (AIM) from a Micro Industry to a Small Industry through Financing Education - Taylor's University (TU)

**25 Mei/May 2016**

Di bawah Program Transformasi Kerajaan (GTP) yang diumumkan oleh YAB Perdana Menteri pada 27 Julai 2009, Kementerian Pembangunan Wanita, Keluarga dan Masyarakat(KPWKM) telah diamanahkan untuk menerajui Bidang Keberhasilan Utama Negara-Meningkatkan Taraf Hidup Isi Rumah Berpendapatan Rendah (NKRA-LIH). Antara inisiatif utama di bawah NKRA LIH adalah Program 1AZAM yang dilaksanakan bermula sejak tahun 2010.

Kejayaan Program 1AZAM telah diiktiraf oleh Kerajaan. Di dalam Majlis Pelancaran Laporan Tahun 2015 Program Transformasi Kerajaan (GTP) dan Program Transformasi Ekonomi (ETP) di bawah Dasar Transformasi Nasional (DTN) yang diadakan di Angkasapuri pada 26 April yang lalu, telah menonjolkan beberapa orang peserta yang telah berjaya untuk dikongsi dengan masyarakat mengenai kisah kejayaan mereka supaya dijadikan teladan dan contoh kepada semua rakyat Malaysia agar berusaha untuk mengubah nasib keluarga.

Under the National Transformation Program (GTP) that was announced by YAB Prime Minister on 27th July 2009, Ministry of women, Family and Community Development (KPWKM) was trusted to lead National Key Results Areas-Low Income Household (NKRA-LIH). One of the key initiatives under NKRA LIH is the 1AZAM program that was implemented starting from the year 2010.

The success of 1AZAM program was recognized by the government. In the 2015 Annual Report Launching Ceremony of the Global Transformation Program (GTP) and Economical Transformation Program (ETP) under the National Transformation Act (DTN) that was held in Angkasapuri on 26th April, had showcased a few participants that had successfully shared with the community their success stories that should be an inspiration and example to the Malaysian citizen to work hard to change their family for a betterment.

Sebagai penyedia kewangan mikro di negara ini tidak dapat disangkal lagi. AIM telah banyak membantu pihak kerajaan di dalam melaksanakan dasar-dasar untuk membantu usahawan kecil dan merancakkan bidang ekonomi di Malaysia melalui modal yang disalurkan. Melihat kepada pencapaian AIM di dalam bidang kewangan mikro, tidak dinafikan AIM telah banyak membantu isi rumah miskin dan golongan berpendapatan rendah meningkatkan taraf hidup masing-masing.

Kolaborasi di antara KPWKM, AIM dan AKPK telah bermula pada tahun 2013 melalui Program Literasi Kewangan (*Financial Literacy*) kepada peserta 1AZAM sebagai pra-syarat sebelum mereka menerima bantuan peralatan atau pinjaman.

Kerajaan sedar bahawa literasi kewangan adalah satu ilmu yang wajib dimiliki oleh semua rakyat Malaysia terutamanya dikalangan usahawan. Oleh yang demikian, kerajaan amat menekankan program seperti ini bagi memastikan usahawan-usahawan berkaitan mendapat manfaat dalam perniagaan dan seterusnya menyumbang kepada pertumbuhan ekonomi Negara. Program kolaborasi di antara KPWKM, AIM dan AKPK ini menekankan kepentingan aliran tunai dalam menjalankan perniagaan dan pengurusan kewangan yang berhemat. Peserta perlu bijak dalam membezakan keperluan dan kehendak serta berupaya membezakan liabiliti peribadi dan perniagaan.

As a micro financial provider in this country, it is undeniable that AIM has aided the government in implementing legal policies to help small-scaled entrepreneurs and boost Malaysian economy through supplying business capital. Looking at AIM's achievements in micro financial, it is clear that AIM has helped a lot in funding poor citizens and low income earners elevating their standard of living.

The collaboration between the ministry, AIM, and AKPK had started in 2013 through Financial Literacy Program for 1AZAM participants as a pre-condition before they receive equipment assistance or loans.

Government realizes that financial literacy is a compulsory knowledge needed by all Malaysian residents especially in entrepreneur circles. Hence, the government really emphasizes such programs to ensure related entrepreneurs gain benefits in their businesses and later contributes to nation's economic growth. The collaboration program between KPWKM, AIM, and AKPK draw attention to cash flow in running business and proper money handling. Participants need to be smart in differentiating needs and wants as well as be able to differentiate personal liability and business.

# Profil Peserta Pilihan
# Favourite Participant Profile

**Haslinda Binti Manan**
Industri Percetakan dan Katering
Printing and Catering Industry

8 tahun perniagaan Pembiayaan AIM - **RM59,000**
8 years business experience AIM financing - **RM 59,000**

**Puan Nor Azlina Binti Rambely**
Industri Makanan
Food Industry

5 tahun perniagaan Pembiayaan AIM - **RM59,000**
5 years business experience AIM financing - **RM59,000**

**Prema a/p Rajoo**
Industri Pengilangan
Factory Industry

22 tahun perniagaan Pembiayaan AIM - **RM49,400**
22 years business experience AIM financing - **RM49,400**

# Unit Audit Dalam

## Internal Audit Unit

Unit Audit Dalam, Kementerian Pembangunan Wanita, Keluarga dan Masyarakat (UAD KPWKM) ditubuhkan pada 30 Januari 2001 selaras deangan Pekeliling Perbendaharaan 3.2 - Pelaksanaan Audit Dalam di Kementerian/Jabatan Persekutuan dan Kerajaan Negeri dan bertanggungjawab terus kepada Ketua Setiausaha KPWKM. Manakala peranan dan tanggungjawab UAD, kemudiannya dimantapkan melalui Pekeliling Perbendaharaan 3.2- Penubuhan Jawatankuasa Audit Di Peringkat Kementerian Persekutuan Dan Kerajaan Negeri.

Internal Audit Unit for the Ministry of Ministry of Women, Family and Community Development (UAD KPWKM) was established on 30 January 2001 in conjunction with Treasury Bill 3.2 – Execution of Internal Audit in the Ministry/Federal Department and State Governance and is directly responsible to Secretary General Ministry. Meanwhile, the role and responsibility of UAD is perfected through Treasury Bill 3.2 – Establishment of Audit Committee in Federal Ministry and State Governance.

## Visi
## Vision

Untuk menjadi penyumbang utama ke arah kecemerlangan pengurusan kewangan dan akauntabiliti Kementerian dan agensi dibawahnya.

To be the main contributor towards excellence in financial management and accountability of the ministries and its agencies.

## Misi
## Mission

Melaksanakan pengauditan secara professional dan bebas serta mengemukakan laporan seimbang kepada Ketua Setiausaha Kementerian ke arah meningkatkan akauntabiliti pengurusan kewangan.

To conduct audits professionally and independently and to submit a fair report to the Secretary-General Ministry to improve nancial management accountability.

## Objektif
## Objective

Meningkatkan tahap pematuhan peraturan dan prosedur kewangan serta undang-undang yang ditetapkan di semua Pusat Tanggungjawab (PTJ) Kementerian dan Agensi di bawah kawalan Kementerian

To increase the level of rules obedience, monetary procedure, and laws that were set by the Responsibility Centre (PTJ) of Ministry and Agency, under the monitor of the Ministry.





Audit dalam merupakan satu fungsi bebas, yang memberi kepastian dan khidmat perundingan secara objektif untuk menambah nilai dan mempertingkatkan tahap operasi organisasi. Objektif Unit Audit Dalam adalah untuk membantu Kementerian, Jabatan dan Agensi di bawahnya yang terdiri daripada 186 Pusat Tanggungjawab (PTJ) di bawah kawalan Kementerian bagi mencapai matlamatnya melalui pendekatan yang sistematik dan berdisiplin untuk menilai dan menentukan keberkesanan semua proses kawalan dan tadbir urus.

Internal Audit is a free functional unit, which offers assurance and negotiation service to add values and elevates operational level of an organization. The objective of Internal Audit Unit is to assist the Ministry, Department, and Agency under it which is constructed from 186 Responsibility Centre (PTJ) under control of the Ministry to achieve its goal through a systematic and disciplined approach to rate the efficiency of all control process and governance.

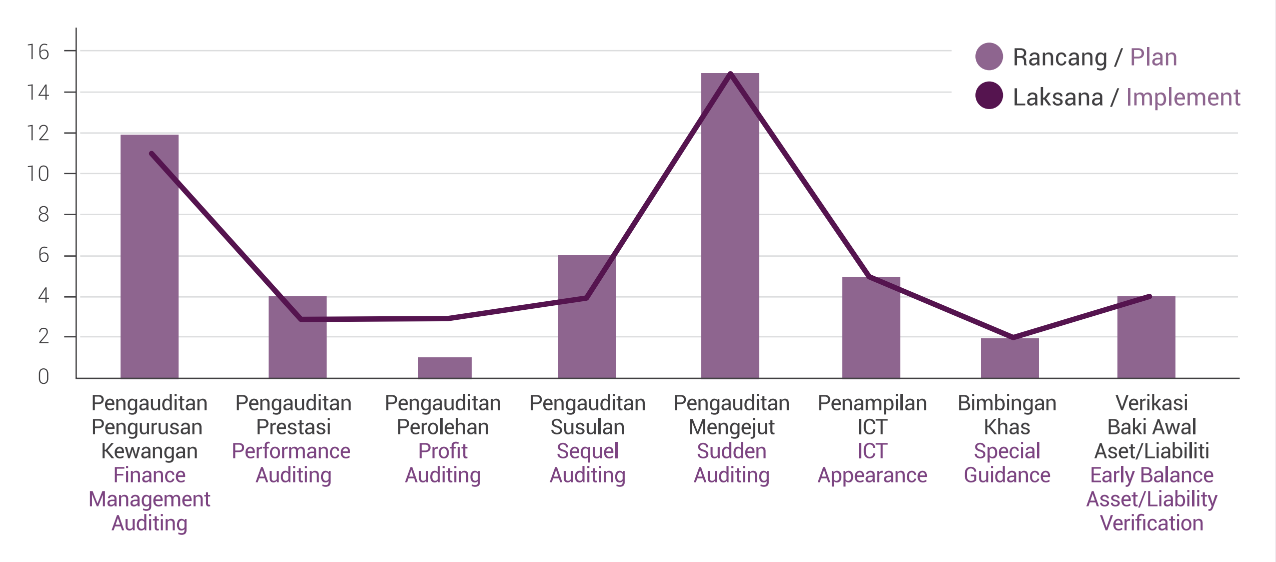
## Pencapaian Audit

Usaha untuk mempertingkatkan dan memantapkan pematuhan pengurusan kewangan dan pelaksanaan program/aktiviti Kementerian dan Agensi di bawahnya adalah secara berterusan melalui Rancangan Pengauditan Tahunan.

## Audit Achievements

The continuous effort to increase and improve obedience for financial management and program implementation for the ministry and agencies under it through Annual Auditing Plan.

**Carta 1 : Rancangan Dan Pencapaian Audit 2016**
**Chart 1 : Audit Plan and Achievement 2016**



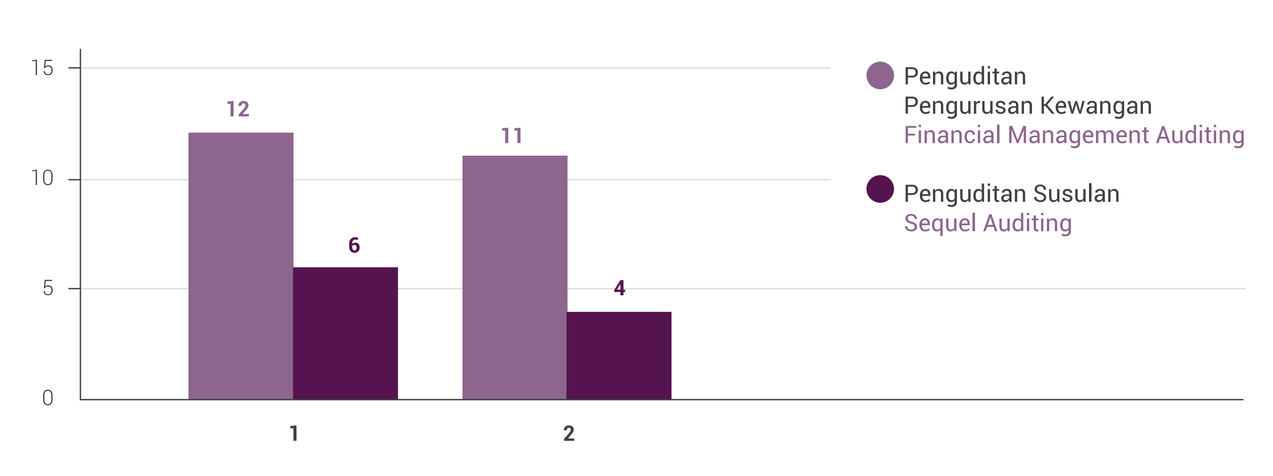
## Pengauditan Pengurusan Kewangan

Pengauditan Pengurusan Kewangan meliputi aspek-aspek pematuhan undang-undang dan peraturan yang ditetapkan terhadap aspek Kawalan Pengurusan, Kawalan Bajet, Kawalan Terimaan, Kawalan Perolehan, Kawalan Perbelanjaan, Pengurusan Aset dan Stor serta Pengurusan Kenderaan Kerajaan. Auditan dilaksanakan di sebelas PTJ di bawah JKM dan JPW. Auditan susulan dilaksanakan pada tahun berikutnya bagi menentukan sama ada teguran audit yang lalu telah diambil penambahbaikan terhadap pengurusan kewangan keseluruhannya.

## Financial Management Auditing

Financial Management Auditing covers the aspects of law obedience and rules set towards Management Control, Budget Control, Receiving Control, Obtained Control, Expenditure Control, Asset and Store Management and Governmental Vehicle Management. Audit is carried out in 11 PTJ under JKM and JPW. Sequent audit followed on the consequent year to ensure the previous advices were taken into consideration towards improvising overall monetary management.

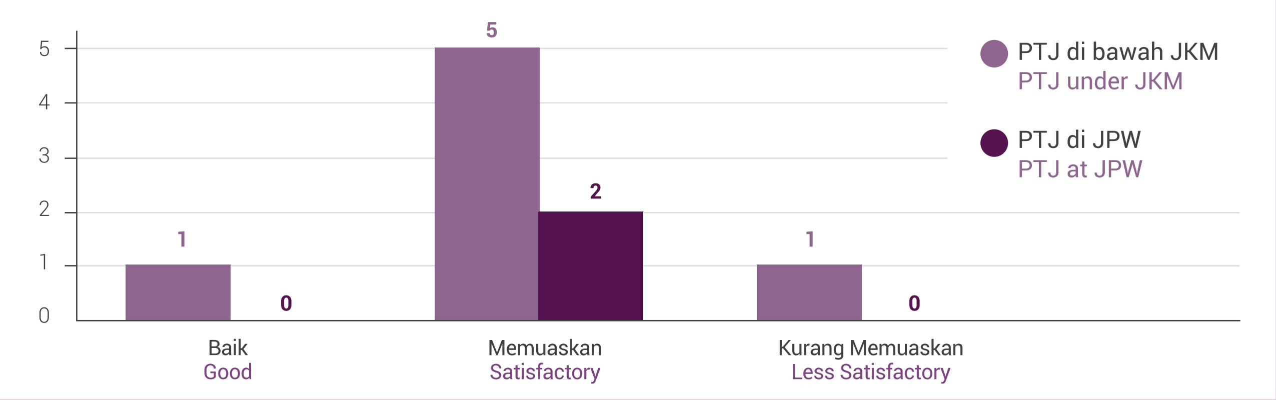
**Carta 2 : Auditan Pengurusan Kewangan dan Susulan**
**Chart 2: Auditing of Financial Management and Follow-up**




11 pengauditan pengurusan kewangan adalah termasuk auditan bagi menilai tahap prestasi pengurusan kewangan berdasarkan Indeks Akauntabiliti (IA) di sembilan PTJ yang tidak dilaksanakan auditan IA oleh Jabatan Audit Negara. Melibatkan dua PTJ di bawah JPW dan tujuh di bawah JKM.

11 monetary management audits include audit to determine the performance level of monetary management based on the Accountability Index (AI) in 9 PTJ which did not perform AI audit by the National Audit Department that involves 2 PTJ under JPW and 7 under JKM.

**Carta 3 : Pencapaian Tahap Kecemerlangan Pengurusan Kewangan**
**Chart 3: Achievement of Financial Management Excellence Level**



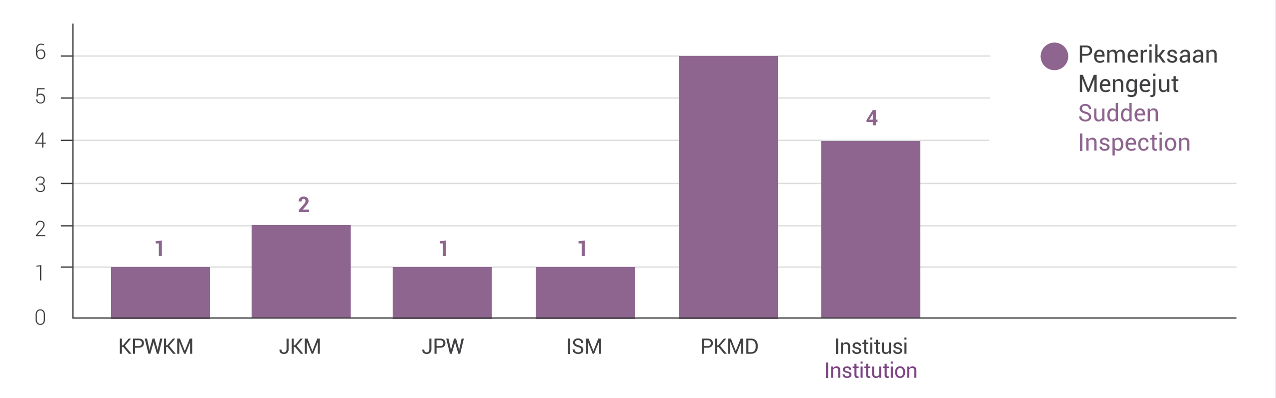

## Pemeriksaan Mengejut

Pemeriksaan mengejut dilaksanakan di 15 pejabat yang merupakan kaedah pemeriksaan audit ke atas tiap-tiap peti besi, bilik kebal, peti wang tunai, laci atau bekas-bekas lain untuk menyimpan wang dalam jagaan seseorang pegawai dalam jabatan yang diamanahkan dengan penyimpanan wang awam, setem atau barang-barang lain yang berharga.

## Sudden Inspection

Sudden Inspection were carried out in 15 departments is an inspection method towards every safe, vaults, cash box, drawers, and other money case used to store money in watch of an individual who is trusted with public's money, stamps, or other valuable things.

**Carta 4 : Pemeriksaan Mengejut**
**Chart 4 : Sudden Inspection**



## Pengauditan Perolehan

Sebanyak tiga auditan perolehan dilaksanakan berbanding satu dirancang bagi menilai sama ada urusan perolehan di Kementerian, Jabatan dan Agensinya telah dilaksanakan mengikut peraturan kewangan mengenai perolehan yang ditetapkan. Selain itu, bagi mematuhi arahan sekurang-kurangnya 40% mandays pegawai melaksanakan auditan perolehan. Auditan dijalankan di Bahagian Kewangan dan Bahagian Pembangunan KPWKM serta JKMN Perak.

## Pengauditan Prestasi

Pengauditan prestasi dijalankan ke atas pelaksanaan program dan aktiviti Kementerian dan Agensi di bawahnya bagi menilai sama ada ia telah dilaksanakan secara ekonomik, cekap dan berkesan serta mencapai objektifnya. Pada tahun 2016, sebanyak tiga kajian berbanding empat yang dirancang telah dilaksanakan terdiri daripada Pengurusan Wang Saku Penghuni di Institusi JKM, Pengurusan Pemberian Bantuan Kewangan Persekutuan Kepada Pertubuhan Sukarela Kebajikan (PSK) dan Pengurusan Bantuan Kebajikan JKM di PTJ seperti berikut;

- **Pengurusan Wang Saku Penghuni Institusi JKM**
  Pengauditan dijalankan terhadap pengurusan wang saku kepada kanak-kanak pada kadar RM3 sehari dan RM30 kepada warga emas seperti berikut. Bagi tempoh 2014 hingga Mac 2016 sejumlah RM13.92 juta dibelanjakan berbanding RM18.83 juta peruntukan yang diterima.

## Earning audits

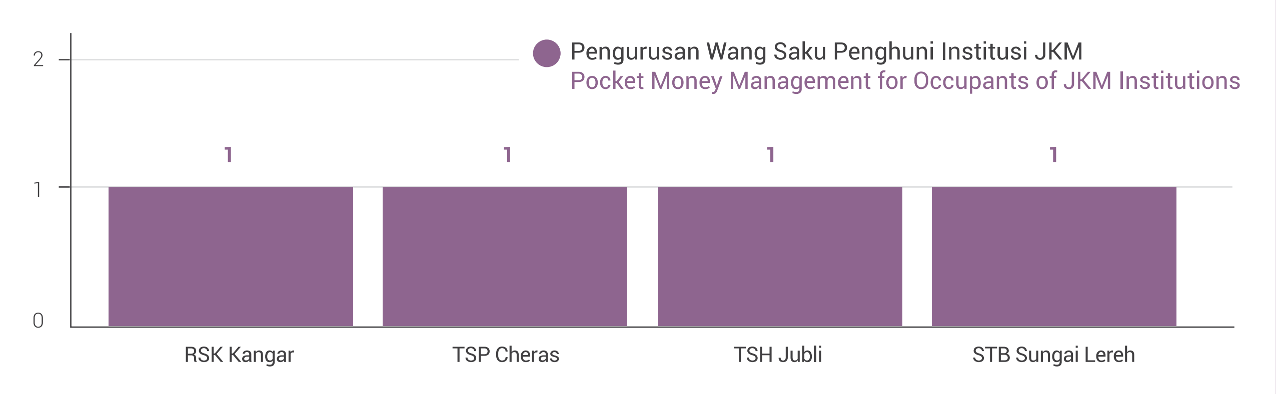
As much as 3 earning audits were done compared to 1 planned to evaluate whether the matter of earnings in the Ministries, Departments and Agencies had been completed based on the financing regulations on the earnings that had been set. Other than that, to abide the regulation at least 40% man-days officers had completed the earning audits. Audits were done by the Finance Department and Development Department KPWKM as well as JKMN Perak.

## Performance audits

Performance audits were carried out on the implementation of programs and activities by the Ministry and Agencies below it to assess whether it was done economically, efficiently and effectively as well as reaching the objectives. In the year 2016, as many as 3 researches compared to 4 that had been planned were carried out such as Management of Allowance of Residents in JKM's Institutions, Management of Federation's Financial Assistance Distribution To Welfare Volunteering Organizations and Management of Welfare Help JKM in PTJ as follows,

- **Management of Allowance of Residents in JKM's Institutions**
  Auditing was done to the management of allowance of children at the rate of RM3 a day and RM30 to elderly as follows. For the duration of 2014 until March of 2016 in total of RM13.92 millions were spent compared to RM18.83 millions of allocation that had been received.

**Carta 5 : Pengurusan Wang Saku Penghuni Institusi JKM**
**Chart 5: Pocket Money Management for Occupants of JKM Institutions**




- **Pengurusan Pemberian Bantuan Kewangan Persekutuan Kepada PSK**
  Terdapat lima jenis bantuan Kewangan Persekutuan kepada PSK iaitu Geran Pentadbiran, Geran Rangsum, Elaun Khas Murid OKU, Geran Per Kapita dan Geran Pembaikan. Pada tahun 2016, auditan bantuan kewangan ini bagi tempoh 2014 hingga 2016 dijalankan terhadap Geran Pentadbiran, Geran Rangsum dan Elaun Khas Murid OKU di JKMN Wilayah Persekutuan, JKMN Perak dan JKMN Selangor. Lawatan audit juga dibuat ke PSK berikut dan bilangan PSK Penerima dan jumlah perbelanjaan keseluruhanya adalah seperti carta.

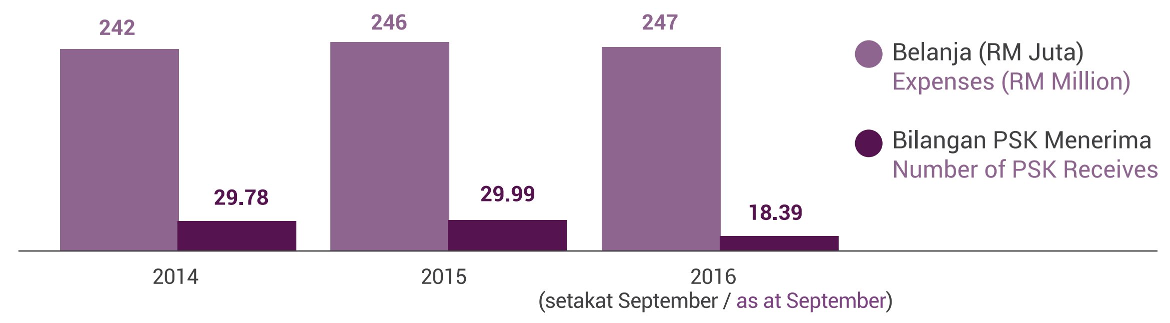
- **Management of Federation's Financial Assistance to PSK**
  There are five types of Federal Financial Assistance to PSK namely Administration Grant, Ration Grant, Special Allowance for Students with Disabilities, Per Capita Grant and Repair Grant. In 2016, the financial assistance audits for the period of 2014 to 2016 are carried out on the Administrative Grants, Ration Grants and Special Allowance for Disabled Students in JKMN Federal Territory, JKMN Perak and JKMN Selangor. Audit visits are also made to the following PSK and the number of PSK Recipients and the total amount of the expenditure is as chart.

**Senarai JKMN Dan PSK Yang Dilawati**
**List of JKMN and PSK Visited**

| JKMN | Nama PSK / *Name of PSK* | |
|---|---|---|
| JKMN Selangor | • Persatuan Orang Yang Amat Cacat Akal, Selangor Dan Kuala Lumpur<br>• Persatuan Kanak-kanak Istimewa, Kajang | • Society for The Severely Mentally Handicapped Selangor and Kuala Lumpur<br>• Association for Special Children Kajang |
| JKMN WPKL | • Persatuan Untuk Orang Kurang Upaya Akal Selangor Dan Kuala Lumpur<br>• Persatuan Kebajikan Sri Eden, Selangor Dan Kuala Lumpur | • Selangor and Federal Territory Association for the Mentally Handicapped<br>• Seri Eden Welfare Association, Selangor and Kuala Lumpur |

| JKMN | Nama PSK / *Name of PSK* | |
|---|---|---|
| JKMN Perak | • Persatuan Untuk Insan Bermasalah Intelek, Perak<br>• Persatuan Pemulihan Sultan Azlan Shah Bagi Orang Istimewa, Perak | • Perak Association for the Intellectually Disabled<br>• Sultan Azlan Shah Rehabilitation Association for the Special Person, Perak |

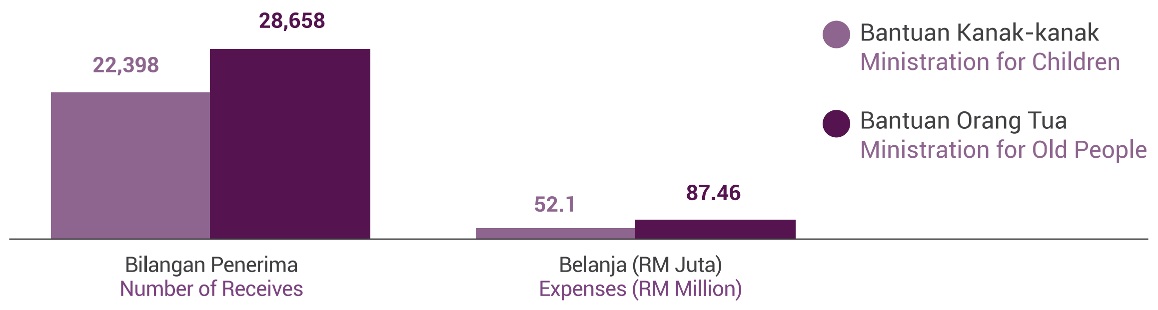
**Carta 6 : Pemberian Bantuan Kewangan Persekurtuan**
**Chart 6: Federal Finance Grant Assistance**




- **Pengurusan Bantuan Kebajikan JKM**
Pengauditan dijalankan di PKMD Kuala Selangor, PKMJ Pasir Mas, PKMD Kuala Muda, PKMD Johor Bahru, JPKA Sandakan dan PKMD Hulu Langat.

- **Management of Welfare Help JKM**
Auditing was done by PKMD Kuala Selangor, PKMJ Pasir Mas, PKMD Kuala Muda, PKMD Johor Bahru, JPKA Sandakan and PKMD Hulu Langat.

**Carta 7 : Pengurusan Bantuan Kebajikan JKM**
**Chart 7 : Management of Welfare Help JKM**








### Bimbingan Khas

Bimbingan Khas dilaksanakan di RSK Cheng, Melaka dan RSK Kemumin, Kelantan bertujuan memberikan khidmat nasihat dan bimbingan kepada pegawai di kedua-dua institusi tersebut dalam menyelenggarakan dokumen dan rekod-rekod kewangan yang sewajarnya mengikut peraturan kewangan dan arahan-arahan lain berkaitan. Bimbingan dilaksanakan secara suku tahunan termasuk susulan bagi menilai kemajuan sebelum ditamatkan selewat-lewatnya dalam tempoh satu tahun.

### Special Guidance

Special guidance implemented at RSK Cheng, Melaka and RSK Kemumin, Kelantan, aiming to provide advisory and guidance services to officers in both two institutions, to provide appropriate financial records and records in accordance with financial regulations and other relevant instructions. Guidance is conducted on a quarterly basis, including follow-ups to evaluate the progress before being terminated, which is, no later than one year.

### Pengesahan Data Baki Awal Aset dan Libiliti

Unit Audit Dalam diberikan tanggungjawab mengesahkan data-data baki awal aset dan liabiliti dikemukakan oleh Bahagian Akaun dalam tempoh dua minggu selepas diterima pada setiap awal Julai tahun semasa dan awal Februari tahun berikutnya terdiri daripada Aset meliputi Aset Tak Alih, Aset Alih, Aset Dalam Pembinaan dan Akaun Belum Terima. Ini sebahagian daripada persediaan ke arah Amalan Perakaunan Akruan Kementerian.

### Verification of Initial Balance Data of Assets and Liabilities

The Internal Audit Unit is given the responsibility of confirming the initial balance data of the assets and liabilities submitted by the Accounts Division within two weeks after receiving it at the beginning of July, of the current year and early February, of the following year comprising Assets such as Immovable Assets, Movable Assets, Under Construction Assets and Acknowledgment of Receivables. This is a part of the preparation to the Ministry's Accrual Accounting Practice.

## Jawatankuasa Audit

### Keahlian Jawatankuasa Audit Dalam

Jawatankuasa Audit dipengerusikan oleh Ketua Setiausaha (KSU) KPWKM dengan ahli-ahli terdiri daripada Timbalan-timbalan KSU, Setiausaha-setiausaha Bahagian (SUB) daripada semua Bahagian dan Ketua-ketua Agensi di bawah KPWKM. Unit Audit Dalam merupakan urusetia mesyuarat dan Ketua Unit Audit Dalam bertindak selaku Setiausaha JKA.

## Audit Committee

### Membership of the Internal Audit Committee

The Audit Committee is chaired by the Secretary General (KSU) of KPWKM with members comprising KSU Deputies, Division Secretaries (SUB) from all divisions and Head of Agencies under KPWKM. The Internal Audit Unit is the secretariat of the meeting and the Head of Internal Audit Unit acts as the JKA Secretary.

## Kekerapan Mesyuarat

Jawatankuasa Audit dikehendaki bermesyuarat sekurang-kurangnya empat kali dalam setahun. Pada tahun 2016, sebanyak empat kali mesyuarat JKA telah diadakan bagi membincangkan isu-isu yang dibangkitkan oleh Unit Audit Dalam dan / atau Jabatan Audit Negara seperti mana objektif penubuhannya. Mesyuarat JKA pada tahun 2016 adalah seperti jadual berikut:

## Frequency of Meeting

The Committee of Audit needed to hold a meeting at least 4 times in a year. In the year 2016, as many as 4 JKA meetings was being held to discuss issues raised by the Internal Audit Unit and/or National Audit Department according to its objective. JKA meetings for the year 2016 were as follows:

**Mesyuarat JKA Yang Diadakan Bagi Tahun 2016**
**JKA Meeting Held for Year 2016**

| Bil. *No.* | Bil. Mesyuarat *No. Meeting* | Tarikh *Date* |
|---|---|---|
| 1. | JKA KPWKM BIL./No. 1/2016 | 29 Mac/March 2016 |
| 2. | JKA KPWKM BIL./No. 2/2016 | 21 Jun/June 2016 |
| 3. | JKA KPWKM BIL./No. 3/2016 | 4 Oktober/October 2016 |
| 4. | JKA KPWKM BIL./No. 4/2016 | 7 Disember/December 2016 |

# Laporan Prestasi 2016

Performance Report 2016

# Unit Komunikasi Korporat

**Corporate Communications Unit**

# Unit Komunikasi Korporat

## Corporate Communications unit

### Visi
### Vision

Menjadi unit yang terunggul dan juga sebagai teras peneraju utama jentera komunikasi dan perhubungan awam yang profesional dan berwibawa.

To be an ultimate unit and also as the main core leader of communication machinery and a professional and an authoritative and professional public relation.

### Objektif
### Objective

Memelihara dan meningkatkan imej positif Kementerian melalui strategi perhubungan awam (PR) yang teratur dan memastikan penyebaran maklumat dan mesej sampai kepada khalayak sasar melalui kaedah dan medium perhubungan awam.

To maintain and raise a positive image of the Ministry through Public Relation (PR) strategy that is organized and ensuring spreading of information and message to the general target via methods and medium of public relation.

### Misi
### Mission

Menterjemah hasrat Kementerian kepada kehendak kumpulan sasar melalui pendekatan perhubungan yang realistik serta memenuhi aspirasi masyarakat selaras dengan konsep 1 Malaysia.

Translating the ministry's ambition to the demands of target groups through relation approach that is realistic and fulfils the aspiration of the community parallel to the concept of 1Malaysia.

### Fungsi
### Function

1 Menigkatkan imej korporat KPWKM melalui program dan aktiviti PR.
To raise the corporate image of KPWKM through programs and activities of PR.

2 Menterjemahkan hasrat kerajaan kepada kehendak masyarakat melalui program dan aktiviti kempen KPWKM.
2.Translating the ministry's ambition to the demands of the community through programs and activities by the KPWKM's campaign.

3 Menyebarkan maklumat mengenai dasar dan program KPWKM untuk memberi penjelasan dan mengurangkan salah faham masyarakat.
Spreading of information on the act and programs of KPWKM to give explanations and reduce misunderstanding of the community.

4 Mewujud dan mengekalkan hubungan baik dengan media massa bagi membolehkan maklumat mengenai KPWKM disalurkan secara menyeluruh.
To provide and maintain a good relation with the mass media to ensure information of KPWKM is directed widely.

5 Menjadi sumber maklumat untuk masyarakat melalui penerbitan bahan-bahan bacaan dan maklumat mengenai program dan aktiviti kumpulan sasar KPWKM.
To be a source of information for the community through the publishing of reading materials and information on the programs and activities of target groups of KPWKM.

6 Mengadakan bahan rujukan untuk masyarakat dengan mendokumentasikan bahan dan maklumat mengenai program dan aktiviti kumpulan sasar KPWKM.
To provide a reference for the community by documenting materials and information relating the programs and activities of target groups of KPWKM

7 Memberi khidmat nasihat kepada Pengurusan Tertinggi KPWKM dari aspek PR dan Media.
7.To give advice service to the Highest Management of KPWKM from the aspect of PR and Media.



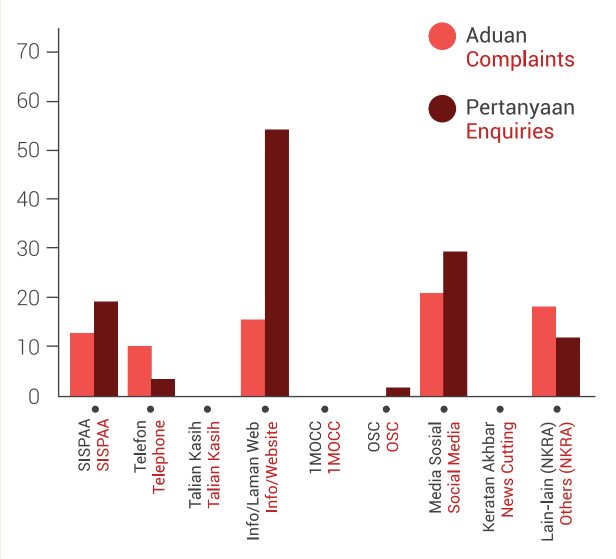


## Pencapaian Unit Komunikasi Korporat
## Achievements of the Corporate Communications Unit

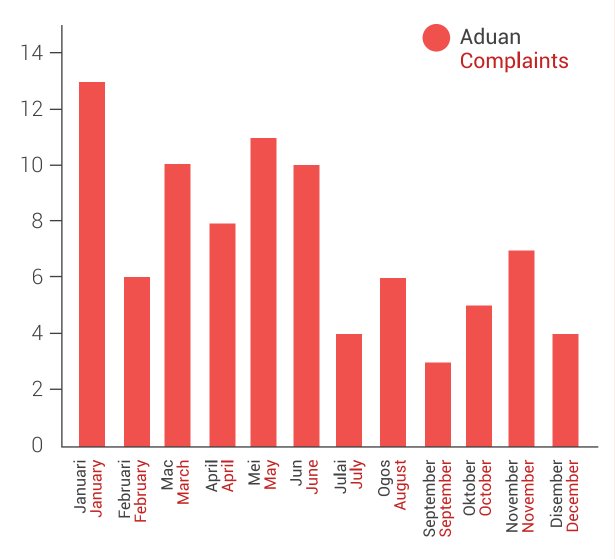
### Sumber Penerimaan Aduan Dan Pertanyaan KPWKM Tahun 2016
### Source of Complaints and Enquiries Acceptance for KPWKM Year 2016

| Sumber *Sources* | Aduan *Complaints* | Pertanyaan *Enquiries* | Jumlah *Total* | Peratus (%) *Percent (%)* |
|---|---|---|---|---|
| SISPAA SISPAA | 14 | 21 | 35 | 16 |
| Telefon Telephone | 11 | 4 | 15 | 8 |
| Talian Kasih Talian Kasih | 0 | 0 | 0 | 0 |
| Info/Laman Web Info/Website | 17 | 59 | 76 | 35 |
| 1MOCC 1MOCC | 0 | 0 | 0 | 0 |
| OSC OSC | 2 | 0 | 2 | 1 |
| Media Sosial Social Media | 23 | 32 | 55 | 25 |
| Keratan Akhbar Newspaper Cutting | 0 | 0 | 0 | 0 |
| Lain-Lain (NKRA) Others (NKRA) | 20 | 13 | 33 | 15 |
| **Jumlah *Total*** | **87** | **129** | **216** | **100%** |

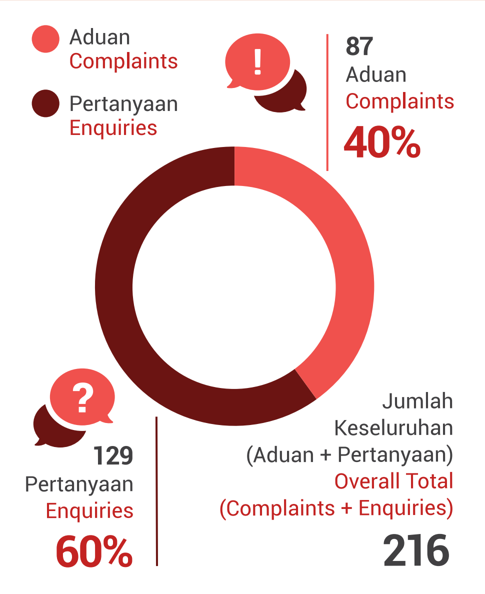
## Jumlah Keseluruhan (Aduan dan Pertanyaan): 216
## Overall Total (Complaints and Enquiries): 216




## Jumlah Keseluruhan Aduan: 87
## Overall Total Complaints: 87




## Statistik Aduan Dan Pertanyaan KPWKM Tahun 2016
## Statistik of Complaints and Enquiries for KPWKM year 2016




| Sumber *Sources* | Aduan *Complaints* | Peratus *Percent* | Pertanyaan *Enquiries* | Peratus *Percent* | Jumlah Aduan & Pertanyaan *Total of Complaints & Enquiries* |
|---|---|---|---|---|---|
| KPWKM | 87 | 6% | 251 | 5% | 338 |
| JKM | 1,420 | 90% | 3,864 | 83% | 5,284 |
| JPW | 47 | 3% | 173 | 4% | 220 |
| LPPKN | 9 | 0.7% | 333 | 7% | 342 |
| YKN | 3 | 0.3% | 20 | 0.4% | 23 |
| NIEW | - | - | 4 | 0.1% | 4 |
| ISM | - | - | 12 | 0.5% | 12 |
| **Jumlah / Total** | **1,566** | **100%** | **4,657** | **100%** | **6,101** |

## Statistik Penyelesaian Aduan Bagi KPWKM Tahun 2016
## Statistic of Complaints Solution for KPWKM Year 2016

| Bulan *Month* | Terima *Accepted* | Selesai dalam tempoh 40 hari *Completed in period of 40 days* |
|---|---|---|
| Januari/January | 13 | 13 |
| Februari/February | 6 | 6 |
| Mac/March | 10 | 10 |
| April/April | 8 | 8 |
| Mei/May | 11 | 11 |
| Jun/June | 10 | 10 |
| Julai/July | 4 | 4 |
| Ogos/August | 6 | 6 |
| September/September | 3 | 3 |
| Oktober/October | 5 | 5 |
| November/November | 7 | 7 |
| Disember/December | 4 | 4 |
| **Jumlah/*Total*** | **87** | **87** |

## Statistik Maklum Balas Pelanggan
## Statistic of Customers Feedback

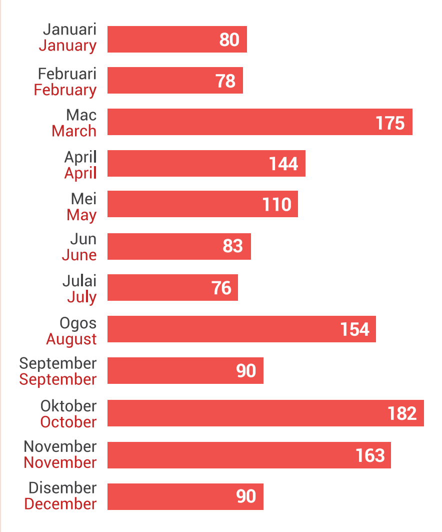
| Jumlah Pelanggan *Total of Customer* | Maklum Balas *Feedback* |
|---|---|
| 875 | Amat Berpuas Hati / Very Satisfied |
| 125 | Memuaskan / Satisfying |
| - | Tidak Berpuas Hati / Dissatisfied |

## Mentadbir Akaun Media Sosial KPWKM
## Social Media Account Management

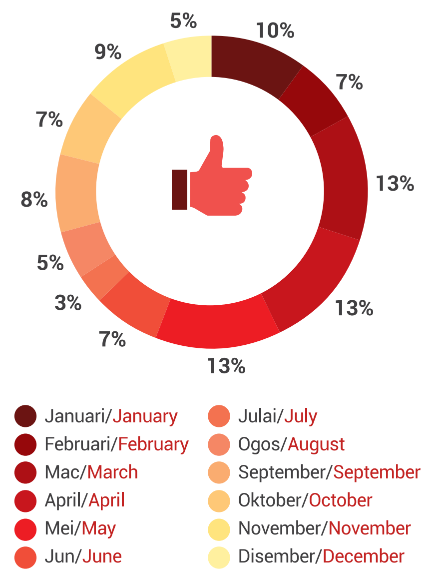
## Facebook KPWKM 2016
## Facebook KPWKM 2016

| Bulan *Month* | Paparan *Post* | Suka *Likes* | Kongsi *Share* | Klik/lihat *Click/view* |
|---|---|---|---|---|
| Januari/January | 80 | 4,198 | 480 | 33,157 |
| Februari/February | 78 | 2,898 | 326 | 16,815 |
| Mac/March | 175 | 5,417 | 505 | 42,055 |
| April/April | 114 | 5,340 | 802 | 25,213 |
| Mei/May | 110 | 5,554 | 800 | 30,251 |
| Jun/June | 83 | 2,945 | 499 | 26,613 |
| Julai/July | 76 | 1,283 | 127 | 6,542 |
| Ogos/August | 154 | 2,217 | 613 | 9,073 |
| September/September | 90 | 3,446 | 686 | 17,335 |
| Oktober/October | 182 | 2,707 | 353 | 12,836 |
| November/November | 163 | 3,540 | 540 | 27,944 |
| Disember/December | 90 | 1,850 | 487 | 12,025 |

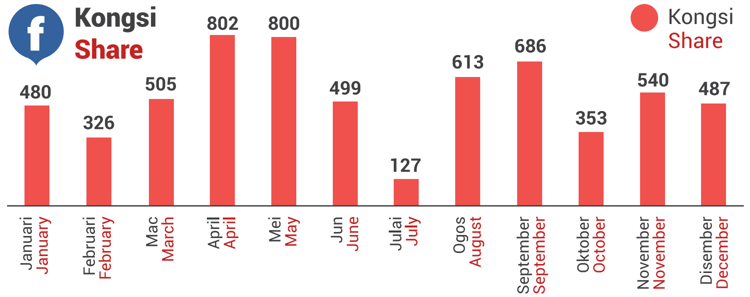
## Paparan
## Post



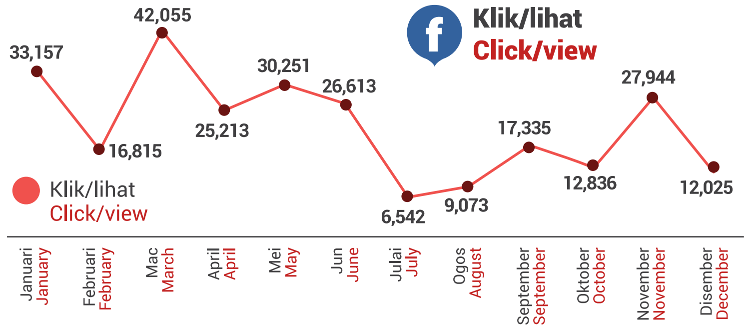
## Suka
## Likes




## Kongsi
## Share




## Klik/lihat
## Click/view




## *Twitter* KPWKM 2016
## Twitter KPWKM 2016

| Bulan<br>*Month* | *Tweets*<br>*Tweets* | Riaksi Tweets<br>*Tweets Impressions* | Lawatan Profile<br>*Profile Visit* | Pengikut Baru<br>*New Followers* |
|---|---|---|---|---|
| Januari/January | 68 | 23.3K | 679 | 217 |
| Februari/February | 68 | 30.5K | 562 | 243 |
| Mac/March | 153 | 40.9K | 849 | 183 |
| April/April | 119 | 39.3K | 602 | 119 |
| Mei/May | 113 | 44K | 1,073 | 249 |
| Jun/June | 92 | 28.9K | 638 | 201 |
| Julai/July | 147 | 53.2K | 886 | 154 |
| Ogos/August | 195 | 72.4K | 1,264 | 170 |
| September/September | 92 | 46.9K | 794 | 217 |
| Oktober/October | 251 | 69.3K | 750 | 179 |
| November/November | 236 | 80.8K | 1,120 | 268 |
| Disember/December | 167 | 68.3K | 788 | 229 |

# Unit Integriti
# Integrity Unit

## Objektif
## Objective

Untuk melaksanakan inisiatif integriti, memantapkan tadbir urus terbaik dan budaya kerja berintegriti dalam usaha membanteras gejala rasuah dan salahguna kuasa di dalam organisasi.
To implement integrity initiatives, to uphold the good governance and the work culture of integrity, towards combatting corruption and abuse of power in the organization.

## Fungsi
## Function

### Pengukuhan Integriti
### Integrity Enhancement

Memastikan pelaksanaan dan penginstitusian integriti dalam organisasi.
Ensuring implementation and the institutionalization of integrity within the organization.

### Pengurusan Aduan
### Complaints' Management

Menerima dan mengambil tindakan ke atas semua aduan/ maklumat mengenai salah laku dan pelanggaran integriti pegawai awam.
Receiving and taking action on all complaints / information regarding criminal misconducts and the violation of the code of conduct and organization's ethics.

### Pengesanan dan Pengesahan
### Detection and Verification

Mengesan dan mengesahkan aduan salah laku atau pelanggaran integriti. Salah laku bersifat jenayah hendaklah dilaporkan kepada agensi penguatkuasa yang bertanggungjawab.
Detecting and verifying complaints on criminal misconduct and the violations of the code of conduct and organization's ethics. Reporting criminal misconduct to the relevant law enforcement agencies.

### Tadbir Urus
### Governance

Memastikan pelaksanaan tadbir urus secara efektif.
Ensuring the implementation of good governance effectively.

### Pematuhan
### Compliance

Memastikan pematuhan terhadap sistem dan prosedur kerja serta mencadangkan penambahbaikan.
Ensuring the compliance with the laws and regulations in force.

### Tatatertib
### Disciplinary

Melaksanakan fungsi urus setia lembaga tatatertib.
Performing the function as the secretariat for the Disciplinary Board.

# Program dan Aktiviti
# Program and Activities

### Lawatan ke Suruhanjaya Pencegahan Rasuah Malaysia
### Visit to Malaysian Anti Corruption Commision

**21 Januari/January 2016**

### Taklimat Pelaksanaan Dasar Pemisah Bagi Pegawai Berprestasi Rendah DalamPerkhidmatan Awam
### Briefing on The Implementation of Exit Policy

**22 Januari/January 2016**

### Bengkel *Corruption Risk Management* 2.0
### Corruption Risk Management 2.0 Workshop

**14 - 15 Mac/March 2016**

### Ops Jumaat dan *Roadshow* Pengukuhan Integriti Peringkat Ibu Pejabat Aras 33
### Ops Jumaat and Integrity Enhancement Roadshow Headquaters Level33th Floor

25 Mac/March 2016

### *Roadshow* Pengukuhan Integriti Zon Timur
### Integriti Enhancement Roadshow : East Zone

29 Mac/March 2016

### *Roadshow* Pengukuhan Integriti Zon Selatan
### Integrity Enhancement Roadshow : South Zone

12 April/April2016

### Ops Jumaat dan Roadshow Pengukuhan Integriti Peringkat Ibu Pejabat Aras 32
### Ops Jumaat and Integrity Enhancement Roadshow Headquaters Level32nd Floor

22 April/April2016

### *Roadshow* Pengukuhan Integriti : Zon Utara
### Integrity Enhancement Roadshow : North Zone

10 Mei/May 2016

### Ops Jumaat dan *Roadshow* Pengukuhan Integriti Aras 30
### *Ops Jumaat* and Integrity Enhancement Roadshow 30th Floor

20 Mei/May 2016

### Ops Jumaat dan *Roadshow* Pengukuhan Integriti Aras 29
### *Ops Jumaat* and Integrity Enhancement Roadshow 29th Floor

20 Jun/June 2016

### Ops Jumaat dan *Roadshow* Pengukuhan Integriti Aras 26 dan 28
### *Ops Jumaat* and Integrity Enhancement Roadshow 26 and 28th Floor

22 Julai/July 2016

### Oh My Integriti : Sembang Santai Bersama ... dan Roadshow Pengukuhan Integriti
### Oh My Integrity : Sembang Santai with ... and Integrity Enhancement Roadshow

2 Ogos/August 2016

# Laporan Prestasi 2016
Performance Report 2016

# Unit Amalan Kaunselor
## Counselor Practice Unit

# Unit Amalan Kaunselor

## Counselor Practice Unit

## Keanggotaan Lembaga Kaunselor Tahun 2016- 2018
## Membership Of The Board Of Counselors For The Term 2016-2018

YB Menteri Pembangunan Wanita, Keluarga dan Masyarakat telah melantik anggota Lembaga Kaunselor bagi sesi 2016 – 2018 berdasarkan peruntukan Seksyen 13(1) Akta Kaunselor 1998 (Akta 580) berkuat kuasa mulai 15 April 2016 hingga 14 April 2018. Anggota Lembaga Kaunselor yang telah dilantik adalah seperti berikut:

The Minister of Women, Family and Community Development has appointed members of the Board of Counsellors for the term 2016 - 2018 based on the provisions of Section 13 (1) of the Counsellors Act 1998 (Act 580) with effect from 15 April 2016 to 14 April 2018. The appointed Board members are as follows:

- **Puan Hajah Nor Amni binti Yussof (K.B, P.A)**
  Presiden
  President
- **Dato Hj. Zulkiply Bin Ramli**
  Wakil Jabatan Kebajikan Masyarakat
  Representative of the Social Welfare Department
- **Encik Ab. Rahim bin Othman**
  Wakil Kementerian Pendidikan Malaysia
  Representative of the Education Ministry Malaysia
- **Encik Hairol Kamal bin Ab. Rahman (K.B, P.A)**
  Wakil Kementerian Kesihatan Malaysia
  Representative of the Health Ministry Malaysia
- **Puan Sabariah binti Salleh**
  Wakil Jabatan Kemajuan Islam Malaysia
  Representative of the Department of Islamic Development Malaysia
- **Dr. Ruziati Binti Mior Ahamad Ariffin (K.B, P.A)**
  Wakil Jabatan Perkhidmatan Awam
  Representative of the Public Services Department
- **Encik Ahmad Badruddin Bin Abdullah (K.B, P.A)**
  Wakil Kementerian Dalam Negeri
  Representative of the Ministry of Internal Affairs
- **Prof. Madya Dr. Salleh bin Amat (K.B, P.A)**
  Wakil Institusi Pengajian Tinggi
  Representative of the Institute of Higher Education

9. **Prof. Madya Dr. Ruhani binti Mat Amin (K.B, P.A)**
  Wakil Institusi Pengajian Tinggi
  Representative of the Institute of Higher Education





- **Dr. Wan Marzuki bin Wan Jaafar (K.B, P.A)**
  Wakil Institusi Pengajian Tinggi
  Representative of the Institute of Higher Education
- **Prof. Emeritus Dato' Dr. Amir bin Awang (K.B, P.A)**
  Wakil Kaunselor Berdaftar
  Representative of Registered Counsellor
- **Dr. Puteri Hayati binti Megat Ahmad (K.B, P.A)**
  Wakil Kaunselor Berdaftar
  Representative of Registered Counsellor
- **Puan Mumtaj Begum Bt. Mohd Sultan (K.B, P.A)**
  Wakil Kaunselor Berdaftar
  Representative of Registered Counsellor
- **Encik Yee Yong Fak (K.B, P.A)**
  Wakil Kaunselor Berdaftar
  Representative of Registered Counsellor
- **Encik Edris bin Aden (K.B, P.A)**
  Wakil Kaunselor Berdaftar
  Representative of Registered Counsellor
- **Encik Thavamany a/l Gopal (K.B, P.A)**
  Wakil Kaunselor Berdaftar
  Representative of Registered Counsellor

## Jawatankuasa Kecil Lembaga Kaunselor
## Committee Of The Board Of Counselors

### Jawatankuasa Standard Kelayakan, Latihan Dan Pendaftaran
### Standard Of Qualifications, Training And Registration Committee

**Ahli/Member:**
**Dr. Wan Marzuki bin Wan Jaafar**
Prof. Emeritus Dato' Dr. Amir bin Awang
Prof. Madya Dr. Salleh bin Amat
Prof. Madya Dr. Ruhani Mat Min
Dr. Puteri Hayati Binti Megat Ahmad

### Jawatankuasa Pemantauan & Pengawal Seliaan
### Monitoring And Regulation Control Committee

**Ahli/Member:**
**Tn. Hj. Hairol Kamal bin Ab. Rahman**
Encik Ahmad Badruddin bin Abdullah
Dato' Hj. Zulkiply bin Ramli
Encik Edris bin Aden
Encik Yee Yong Fak
Encik Ab. Rahim bin Othman
Puan Sabariah binti Salleh
Encik Thavamany a/l Gopal
Puan Mumtaj Begum Binti Mohd. Sultan
Dr. Ruziati Binti Mior Ahamad Ariffin

**Jawatankuasa Penerbitan Dan Penyelidikan**
**Publications And Research Committee**

**Ahli/Member:**
**Encik Edris bin Aden**
Dr. Wan Marzuki bin Wan Jaafar
Encik Thavamany a/l Gopal
Prof. Madya Dr. Salleh bin Amat
Dr. Puteri Hayati binti Megat Ahmad
Dr. Ruziati Binti Mior Ahamad Ariffin

**Jawatankuasa Siasatan**
**Committee Of Inquiry**

**Ahli/Member:**
**Prof. Madya Dr. Ruhani Mat Min**
Encik Hairol Kamal bin Ab. Rahman
Encik Thavamany a/l Gopal

**Jawatankuasa Tatatertib**
**Disciplinary Committee**

**Ahli/Member:**
**Prof. Emeritus Dato' Dr. Amir bin Awang**
Dato' Hj. Zulkiply bin Ramli
Prof. Madya Dr. Salleh bin Amat
Dr. Puteri Hayati binti Megat Ahmad Dr. Ruziati Binti Mior Ahamad Ariffin

**Jawatankuasa Kewangan & Dana Koporat**
**Finance & Investment Committee**

**Ahli/Member:**
**Encik Thavamany a/l Gopal**
Encik Yee Yong Fak
Puan Sabariah binti Salleh
Puan Mumtaj Begum binti Mohd. Sultan

**Jawatankuasa Pembangunan Profesional Dan Program**
**Professional And Program Development Committee**

**Ahli/Member:**
**Prof. Madya Dr. Salleh bin Amat**
Dr. Wan Marzuki bin Wan Jaafar
Encik Edris bin Aden
Puan Mumtaj Begum binti Mohd. Sultan
Tn. Hj. Hairol Kamal bin Ab. Rahman

## Fungsi Lembaga Kaunselor
## Committee Of The Board Of Counselors

1. Menyelia pemberian perkhidmatan kaunseling;
Overseeing the delivery of counseling services;

2. Menilai keperluan bagi perkhidmatan kaunseling di Malaysia;
Assess the need for counseling services in Malaysia

3. Mengawal selia latihan kaunselor dan menentukan jenis dan tahap kaunseling yang akan diadakan di Malaysia;
Overseeing the training of counselors and determine the nature and extent of counseling to be held in Malaysia;

4. Menentukan kelayakan yang melayakkan seseorang untuk didaftarkan di bawah Akta ini;
Determine the eligibility to qualify a person for registration under this Act;

5. Menentukan standard program latihan kaunseling;
Determine the standard counseling training programs;

6. Membuat syor kepada Kerajaan berhubungan dengan standard perkhidmatan kaunseling;
Make recommendations to the Government in respect of standards of counseling service;

7. Mendaftarkan kaunselor yang berkelayakan;
To register quali ed counselors;

8. Mengawal selia fi yang boleh dikenakan oleh kaunselorberdaftar bagi perkhidmatan kaunselingnya;
To regulate the fees that can be charged by a registered counselor for his counseling services;

9. Melantik anggota-anggota Lembaga untuk menganggotai mana-mana lembaga, jawatankuasa atau badan yang ditubuhkan bagi apa-apa maksud yangmenyentuh profesion kaunseling;
To appoint the members of the Board for any board, committee or a body set up for any purpose affecting the profession of counseling;

10. Mengawal selia tata kelakuan profesion kaunseling, termasuklah menetapkan kod etika bagi profesion kaunseling; dan
To oversee the conduct of the counseling profession, including establishing a code of ethics for the profession of counseling; and

11. Melakukan apa-apa perkara lain yang difikirkan perluuntuk membolehkannya menjalankan fungsinya dengan berkesan.
To perform such other things as may be necessary to enable the Board to carry out its functions effectively

## Program dan Aktiviti
## Program and Activities

### Mesyuarat Lembaga Kaunselor

Mesyuarat Lembaga Kaunselor merupakan suatu agenda penting yang menghimpunkan semua anggota Lembaga untuk membincangkan pelbagai perancangan dan pelaksanaan aktiviti tahunan Lembaga Kaunselor, isu semasa yang berkaitan dengan bidang kaunseling dan profesionalisme Kaunselor Berdaftar. Melalui mesyuarat ini juga anggota Lembaga Kaunselor berpeluang untuk bertukar pandangan dan pendapat berkaitan isu dan ilmu baharu dalam bidang dan amalan kaunseling.

### Board Of Counselors

Counsellor Board meetings are an important agenda that gathers all members of the Board to discuss the various planning and implementation of the annual Counsellors Board's activities, current issues relating to the Counselling and Professionalism field of Registered Counsellors. Through this meeting, members of the Board of Counsellors will have the opportunity to exchange views and opinions on new issues and knowledge in the field and practice of counselling.

Sepanjang tahun 2016, Lembaga Kaunselor telah mengadakan 7 Mesyuarat Lembaga Kaunselor dan 2 mesyuarat khas. Mesyuarat tersebut adalah seperti berikut:

Throughout 2016, the Board of Counselors held 7 Board Counselor Meetings and 2 special meetings. The meetings are as follows:

| Bil. *No.* | Tarikh *Date* | Tempat *Vanue* |
|---|---|---|
| **Mesyuarat Lembaga Kaunselor / Board of Counsellors Meeting** | | |
| 1/2016 | 19 Januari/January | Bilik Mesyuarat Aras 19, KPWKM / Meeting Room Level 19, KPWKM |
| 2/2016 | 23 Februari/February | Bilik Mesyuarat Aras 19, KPWKM / Meeting Room Level 19, KPWKM |
| 3/2016 | 29 Mac/March | Bilik Mesyuarat Aras 19, KPWKM / Meeting Room Level 19, KPWKM |
| 4/2016 | 12 Mei/May | Bilik Mesyuarat Aras 19, KPWKM / Meeting Room Level 19, KPWKM |
| 5/2016 | 19 Julai/July | Bilik Mesyuarat Aras 19, KPWKM / Meeting Room Level 19, KPWKM |
| 6/2016 | 23 Ogos/August | Bilik Mesyuarat Aras 19, KPWKM / Meeting Room Level 19, KPWKM |
| 7/2016 | 25 Oktober/October | Bilik Mesyuarat Aras 19, KPWKM / Meeting Room Level 19, KPWKM |
| **Mesyuarat Lembaga Kaunselor / Board of Counsellors Meeting** | | |
| 1/2016 | 21 Jun/June | Bilik Mesyuarat Aras 19, KPWKM / Meeting Room Level 19, KPWKM |
| 2/2016 | 29 Disember/December | Bilik Mesyuarat Aras 19, KPWKM / Meeting Room Level 19, KPWKM |

## Memorandum Of Understanding (MOU)
## Lembaga Kaunselor & Majlis Amanah Rakyat (MARA)
## Memorandum Of Understanding (MOU)
## Between The Board Of Counsellors & The People's Council (MARA)

**12 Januari/January 2016**

Pada 12 Januari 2016, Lembaga Kaunselor telah mengadakan Memorandum Persefahaman (MOU) dengan Majlis Amanah Rakyat bertempat di Ibu Pejabat Majlis Amanah Rakyat (MARA), Kuala Lumpur.

On January 12, 2016, the Board of Counsellors signed a Memorandum of Understanding (MOU) with MARA at the MARA headquarters, Kuala Lumpur.

Majlis telah dihadiri oleh Presiden Lembaga Kaunselor, Ahli lembaga Kaunselor dan beberapa wakil MARA di mana telah menyaksikan termeterinya perjanjian kerjasama pintar antara MARA dan Lembaga Kaunselor.

The event was attended by the President of the Board of Counsellors, Counsellor's board members and representatives of MARA to witness the signing of a smart partnership agreement between MARA and the Board of Counsellors.

## Bengkel DSM-5 Siri 2
## DSM-5 Workshop (Series 2)

**2 - 3 Mac/March 2016**

Bengkel ini bertujuan untuk memberi pendedahan serta kemahiran kepada peserta dalam mentadbir dan menggunakan DSM-5.

The workshop aims to provide exposure and skills to participants in administering and using DSM-5.

## Majlis Perasmian Seminar Kaunseling Kali Ke 15
## Official Launch Of The 15th Counselling Seminar

**8 - 9 Mac/March 2016**

Pada 8 dan 9 Mac 2016, Universiti Utara Malaysia (UUM) dengan kerjasama Majlis Kaunseling dan Kerjaya Universiti-universiti Malaysia (MAKUMA), Kementerian Pembangunan Wanita, Keluarga dan Masyarakat (KPWKM), Lembaga Kaunselor dan Jabatan Perkhidmatan Awam (JPA) telah mengendalikan seminar kaunseling kali ke-15 di Dewan Nur, KPWKM. Seminar yang bertemakan "Intervensi Kaunseling - Kesihatan Mental" ini telah dirasmikan oleh YB Dato' Sri Rohani Abdul Karim, Menteri Pembangunan Wanita Keluarga dan Masyrakat.

On 8 and 9 March 2016, Northern University of Malaysia (UUM) in collaboration with the Malaysian Universities Counselling and Career Council (MAKUMA), Ministry of Women, Family and Community Development, the Board of Counsellors and the Public Services Department (PSD) conducted the 15th counseling seminar at the Dewan Perdana Nur, Putrajaya. The theme of the seminar " Counseling Intervention - Mental Health " was officiated by YB Dato' Sri Rohani Abdul Karim, Minister of Women, Family and Community Development.

## Bengkel Pemurniaan Contoh Kes-Garis Panduan Laporan Kaunseling
## Reviewing Case Examples - Guidelines On Counselling Report Workshop

**2 Jun/June • 5 - 6 September/September 2016**

Pada 3 Mac 2016 dan 1 Ogos 2016 Lembaga Kaunselor telah mengadakan Bengkel Pemurniaan Contoh Kes-Garis Panduan Penulisan Kes yang bertempat di Pejabat Lembaga Kaunselor, Putrajaya dan Hotel Prescott Kajang. Objektif utama bengkel ini adalah bertujuan untuk menyediakan satu garis panduan penulisan kes yang akan digunakan oleh pengamal kaunseling di Malaysia. Bengkel ini dihadiri oleh Presiden Lembaga Kaunselor, wakil Ahli Lembaga Kaunselor dan beberapa orang pakar yang dijemput untuk menghasilkan draf akhir laporan kaunseling.

On March 3, 2016 and August 1, 2016 the Board of Counselors held a Reviewing Case Examples - Guidelines on Counselling Report Workshop at the Counselor's Office, Putrajaya and Prescott Kajang Hotel. The main objective of this workshop is to provide a case writing guide to be used by counseling practitioners in Malaysia. The workshop was attended by the President of the Board of Counselors, a member of the Board of Counselors and several experts invited to draft the final report of the counseling report.

## Mesyuarat Meja Bulat Dengan Agensi Kelayakan Malaysia (MQA)
## Round Table Discussion With The Malaysian Qualifications Agency (MQA)

**2 Jun/June • 5 - 6 September/September 2016**

Mesyuarat ini bertujuan untuk menambahbaik program-program yang melibatkan kaunseling di seluruh Malaysia agar boleh mewujudkan graduan-graduan profesional dalam meningkatkan kemahiran kaunseling.

This meeting aims to improve programs involving counseling all over the country to generate professional graduates in improving counseling skills.

## Sambutan Bulan Kaunseling Kebangsaan 2016
## National Counselling Month Celebration 2016

**2 Jun/June • 5 - 6 September/September 2016**

Pada 4 Oktober 2016 Lembaga Kaunselor telah mengadakan Majlis Pelancaran Bulan Kaunseling Kebangsaan 2016 yang bertemakan "Kami Di Sini Untuk Anda". Seminar ini telah dirasmikan oleh YB Dato' Sri Rohani Abdul Karim Menteri Pembangunan Wanita Keluarga dan Masyarakat (KPWKM) bertempat di Dewan Perdana Nur, Putrajaya.

Selari dengan pelancaran Bulan Kaunseling pada Oktober setiap tahun, kaunselor di setiap negeri turut mengadakan program untuk meraikan sambutan Bulan Kaunseling Kebangsaan. Di samping itu juga, Majlis Pelancaran ini juga memberi penghargaan kepada mantan-mantan ahli Lembaga Kaunselor yang telah lama menyumbang khidmat kepakaran profesion kaunseling di Malaysia.

On October 4, 2016 the Board of Counsellors organized the launching of the National Counselling Month 2016 with the theme, "We're Here For You". The seminar was officiated by YB Dato 'Sri Rohani Abdul Karim, Minister of Women, Family and Community Development at Dewan Perdana Nur, Putrajaya.

In conjunction with the launch in October every year, counsellors in every state also organized programs to celebrate this occasion. In addition to the launch, a tribute to former members of the Board of Counsellors was specially held in appreciation to their contributions and expertise in the counselling profession in Malaysia.

## Bengkel *Psychological First Aid* (PFA)
## Psychological First Aid (PFA) Workshop

**2 Jun/June • 5 - 6 September/September 2016**

Pada 28 hingga 29 November 2016 Lembaga Kaunselor telah mengadakan Bengkel Psychological First Aid (PFA) yang bertempat Kementerian Pembangunan Wanita, Keluarga dan Masyarakat (KPWKM). Peserta yang menyertai bengkel ini seramai 35 orang yang terdiri daripada kaunselor berdaftar dari pelbagai agensi termasuk agensi Jabatan Pertahanan Awam dan Tentera Darat Malaysia.

On November 28, 2016, The Board of Counsellors organized the Psychological First Aid (PFA) Workshop located at the Ministry of Women, Family and Community Development. There were 35 participants consisting of registered counsellors from various agencies, including Civil Defense Department and Malaysian Arm Forces.

Bengkel ini bertujuan untuk memberi pengetahuan dan kemahiran asas bagi membantu mangsa bencana alam dalam aspek bantuan psikologi. Bengkel ini meliputi simulasi yang mampu memberi impak kepada kaunselor-kaunselor yang akan mengendalikan kes-kes yang berkaitan dengan bencana atau tragedi.

This workshop includes a simulation exercise that could give impact to counsellors who will handle cases related to disaster or tragedy.

# Aktiviti Jawatankuasa Kecil Lembaga Kaunselor
# Activities of the Counsellor Board Sub-committee

## Jawatankuasa *Standard* Kelayakan dan Latihan

**Pendaftaran Kaunselor Berdaftar dan Sijil Perakuan Amalan**

Sehingga 31 Disember 2016, jumlah keseluruhan kaunselor berdaftar di Malaysia adalah seramai 7,157 orang. Seramai 707 atau 101% kaunselor telah didaftarkan sepanjang tahun 2016. Pendaftaran kaunselor berdaftar ini bertujuan memenuhi sasaran ratio 1:4,000 menjelang tahun 2020 dengan populasi penduduk mencecah 35 juta.

**Bilangan Sesi Pengesahan Kelayakan Bagi Tahun 2016**

Sesi pengesahan kelayakan bagi tahun 2016 adalah sebanyak 52 sesi yang telah diadakan di seluruh negeri. Antara negeri di mana sesi pengesahan kelayakan telah dijalankan adalah Kuala Lumpur, Pahang, Sarawak, Sabah, Pualau Pinang, Kedah, Kelantan, Terengganu dan Negeri Sembilan. Keseluruhan jumlah peserta bagi sesi pengesahan kelayakan tahun 2016 adalah sebanyak 785 calon dari pelbagai negeri. Terdapat sebilangan calon yang diberi peluang untuk mengambil ujian bertulis bagi meningkatkan lagi kemahiran serta pengetahuan dalam bidang kaunseling.

## Qualification and Training Standard Committee

**Registration of registered counsellors and Certificate of Practice.**

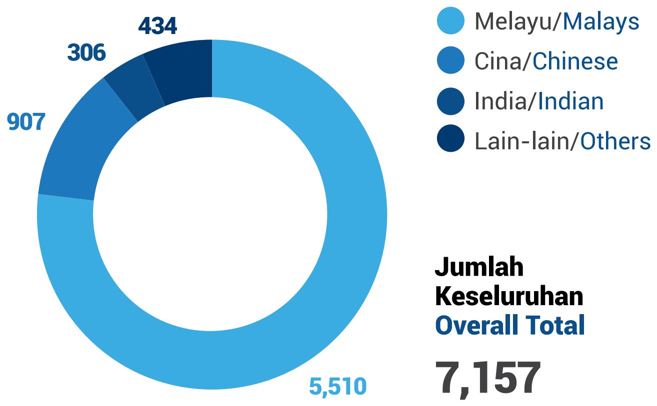
Until 31st of December 2016, the total numbers of registered counsellors in Malaysia is as many as 7,157 people.707 people or 101% of the counsellors had been registered throughout the year 2016. Registration of registered counsellor are meant to fulfil the target ratio of 1:4000 before the year of 2020 with the population reaching 35 million.

**The Number of Validated Qualification Session 2016**

Confirmation of qualification session for the year 2016 is as much as 52 sessions that had been held throughout the states. Among the states where the confirmation of qualification sessions had been held are Kuala Lumpur, Pahang, Sarawak, Sabah, Pulau Pinang, Kedah, Kelantan, Terengganu and Negeri Sembilan. The total amount of participants for the 2016 confirmation of qualification sessions is 785 candidates from various states. Some of the candidates had been given the opportunity to undertake a written test to improve their skills and knowledge in the field of counselling.

**Statistik Kaunselor Berdaftar Mengikut Bangsa sehingga 31 Disember 2016**
**Statistic of registered counsellor according to race until 31st December 2016**

| Bangsa *Race* | Jumlah *Total* |
|---|---|
| Melayu/Malays | 5,510 |
| Cina/Chinese | 907 |
| India/Indian | 306 |
| Lain-lain/Others | 434 |
| **Jumlah Keseluruhan/Overall Total** | **7,157** |




**Statistik Kaunselor Berdaftar Mengikut Jantina sehingga 31 Disember 2016**
**Statistics of Registered Counsellors by Gender until December 31, 2016**

| Bil. *No.* | Negeri *State* | Lelaki *Male* | Perempuan *Female* |
|---|---|---|---|
| 1. | Semenanjung/Peninsular | 2,041 | 4,294 |
| 2. | Sabah/Sabah | 163 | 333 |
| 3. | Sarawak/Sarawak | 100 | 226 |
| | **Jumlah/Total** | 2,304 | 4,853 |
| | **Jumlah Keseluruhan/Overall Total** | **7,157** | |

**Lawatan Akreditasi Program Latihan Kaunseling IPTA/IPTS**

Sepanjang tahun 2016, Jawatankuasa Standard Kelayakan dan Latihan telah menyemak beberapa struktur program latihan kaunseling bagi Institusi Pengajian Tinggi yang menawarkan progam Ijazah Sarjana Muda Kaunseling dan Ijazah Sarjana Kaunseling di Malaysia. Antara Universiti yang memohon semakan program dari Lembaga Kaunselor adalah Universiti Islam Antarabangsa Malaysia (UIAM), Universiti Sains Islam Malaysia (USIM), Universiti Utara Malaysia (UUM), Universiti Sains Malaysia (USM), Universiti Kebangsaan Malaysia (UKM), Universiti Malaya (UM) dan Universiti Pendidikan Malaysia (UPSI).

**Accreditation visit of counselling training program IPTA/IPTS**

Throughout the year 2016, the Committee of Qualification Standard and Training had analyse the structure of a number of counselling training program for the Institutions of Higher Education which offers a Degree in Counselling and Masters in Counselling in Malaysia. Some of the Universities that had appealed for the qualification program from the Board of Counsellors are International Islamic University of Malaysia (IIUM), Islamic Science University of Malaysia (USIM), Northern University of Malaysia (UUM), Science University of Malaysia (USM), National University of Malaysia (UKM), University of Malaya, and Education University of Malaysia.

**Program Kaunseling yang telah memenuhi Piawaian Lembaga Kaunselor**
**Counselling program that follows the standard of the Board of Counsellors.**

| Bil. *No.* | Nama UA/US *Name UA/US* | Kelayakan *Qualification* |
|---|---|---|
| 1. | Universiti Kebangsaan Malaysia (UKM)<br>Universiti Kebangsaan Malaysia (UKM) | • Sarjana Sains Sosial (Psikologi Kaunseling)<br>• Pendidikan (Bimbingan dan Kaunseling)<br>• Master of Social Science (Counselling Psychology)<br>• Education (Guidance and Counselling) |
| 2. | Universiti Malaya (UM)<br>Universiti Malaya (UM) | • Ijazah Sarjana Muda Kaunseling<br>• Sarjana Kaunseling<br>• Bachelor of Counselling<br>• Master of Counselling |
| 3. | Universiti Sains Malaysia (USM)<br>Universiti Sains Malaysia (USM) | • Sarjana Kaunseling<br>• Master of Counselling |
| 4. | Universiti Putra Malaysia (UPM)<br>Universiti Putra Malaysia (UPM) | • Sarjana Muda Pendidikan (Bimbingan dan Kaunseling)<br>• Master Sains (Bimbingan dan Kaunseling)<br>• Master Pendidikan (Bimbingan dan Kaunseling)<br>• Bachelor of Education (Guidance and Counselling)<br>• Master of Science (Guidance and Counselling)<br>• Master of Education (Guidance and Counselling) |
| 5. | Universiti Utara Malaysia (UUM)<br>Universiti Utara Malaysia (UUM) | • Sarjana Sains (Kaunseling)<br>• Ijazah Sarjana Muda Kaunseling dengan Kepujian (Psikologi Kaunseling)<br>• Ijazah Sarjana Muda Pendidikan dengan Kepujian (Bimbingan dan Kaunseling)<br>• Master of Science (Counselling)<br>• Bachelor of Counselling with Honours (Counselling Psychology)<br>• Bachelor of Education with Honours (Guidance and Counselling) |
| 6. | Universiti Islam Antarabangsa Malaysia (UIAM)<br>Universiti Islam Antarabangsa Malaysia (UIAM) | • Sarjana Muda Pendidikan (Bimbingan dan Kaunseling)<br>• Master Pendidikan (Bimbingan dan Kaunseling)<br>• Bachelor of Education (Guidance and Counseling)<br>• Masters of Education in Counseling |
| 7. | Universiti Malaysia Sabah (UMS)<br>Universiti Malaysia Sabah (UMS) | • Ijazah Sarjana Muda Psikologi dengan Kepujian (Psikologi Kaunseling)<br>• Ijazah Sarjana Psikologi (Kaunseling)<br>• Ijazah Sarjana Psikologi Kaunseling (Penyalahgunaan Dadah)<br>• Bachelor of Psychology with Honours (Counselling Psychology)<br>• Master of Psychology (Counselling)<br>• Master of Psychology Counselling (Drug Abuse) |
| 8. | Universiti Malaysia Sarawak (UNIMAS)<br>Universiti Malaysia Sarawak (UNIMAS) | • Sarjana Muda Dengan Kepujian (Kaunseling)<br>• Bachelor with Honours (Counselling) |
| 9. | Universiti Pendidikan Sultan Idris (UPSI)<br>Universiti Pendidikan Sultan Idris (UPSI) | • Ijazah Sarjana Muda Pendidikan (Bimbingan dan Kaunseling) Dengan Kepujian<br>• Ijazah Sarjana Pendidikan (Bimbingan dan Kaunseling)<br>• Bachelor of Education (Guidance and Counselling) With Honours<br>• Master of Education (Guidance and Counselling) |

| Bil. *No.* | Nama UA/US *Name UA/US* | Kelayakan *Qualification* |
|---|---|---|
| 10. | Universiti Malaysia Terengganu (UMT)<br>Universiti Malaysia Terengganu (UMT) | • Ijazah Sarjana Muda Kaunseling<br>• Bachelor of Counselling |
| 11. | Universiti Sains Islam Malaysia (USIM)<br>Universiti Sains Islam Malaysia (USIM) | • Ijazah Sarjana Muda Kaunseling dengan Kepujian<br>• Bachelor of Counselling With Honours |
| 12. | Kolej Universiti Insaniah<br>Kolej Universiti Insaniah | • Sarjana Kaunseling<br>• Master of Counselling |
| 13. | Open University Malaysia<br>Open University Malaysia | • Sarjana Kaunseling<br>• Master of Counseling |
| 14. | HELP University<br>HELP University | • Sarjana Kaunseling<br>• Master of Counseling |

Sehingga Disember 2016 Lembaga Kaunselor telah menyenaraikan 14 buah universiti yang menawarkan Ijazah Sarjana Muda dan Ijazah Sarjana dalam bidang kaunseling. Jadual di atas adalah senarai universiti yang telah mengikut piawaian dan standard kelayakan Lembaga Kaunselor.

Until December 2016 The Board of Counsellors had listed 14 universities that provide a Degree in Counselling and Masters in Counselling. The table above is a list of universities that follows the standards and regulation of qualification by the Board of Counsellors.

# Jabatan/Agensi di Bawah KPWKM

## Department/Agency under KPWKM

# Jabatan Kebajikan Masyarakat (JKM)

## Department of Social Welfare

# Jabatan Kebajikan Masyarakat (JKM)

## Department of Social Welfare

## Bahagian Perancangan dan Pembangunan
## Planning and Development Division

### Majlis Perasmian Kuarters Rumah Seri Kenangan Bedong, Kedah oleh Menteri Besar Kedah
### Opening Ceremony "Kuarters Rumah Seri Kenangan Bedong, Kedah" by Chief Minister of Kedah

**21 April/April 2016**

**Objektif:**
- Merasmikan pemumahan baharu yang lebih selesa dan kondusif bagi kakitangan RSK Bedong, Kedah.
- Memberi penjelasan tentang usaha kerajaan membantu kakitangan dengan menyediakan perumahan yang berhampiran dengan tempat kerja yang memenuhi ciri-ciri keselamatan untuk kakitangan.
- Mewujudkan hubungan baik di antara kakitangan di jabatan dan juga mewujudkan kerjasama yang baik dan erat dengan ahli masyarakat di sekitar RSK Bedong.
- Memberi maklumat atau kepada masyarakat tentang usaha pembangunan yang telah dijalankan oleh kerajaan untuk kemudahan kakitangan demi meningkatkan prestasi dan produktiviti.

**Objective:**
- Opening the new housing more comfortable and conducive for staff RSK Bedong, Kedah.
- Provide an explanation of the government's efforts to help employees by providing housing near the workplace that meets the security features of the staff.
- Establish a good relationship between the staff in the department and also create a good and close cooperation with members of the community around RSK Bedong.
- Provide information to the public or on development efforts undertaken by the government for the convenience of staff in order to improve performance and productivity.

### Majlis Perasmian Kompleks Penyayang BAKTI Sri Aman, Sarawak oleh YB. Menteri Pembangunan Wanita, Keluarga dan Masyarakat
### Opening Ceremony Kompleks Penyayang BAKTI Sri Aman, Sarawak by Ministry of Women, Family and Community Development

**13 Mac/March 2016**

**Objektif:**
- Merasmikan bangunan baharu yang lebih selesa bagi kakitangan PKMB Sri Aman.
- Pembinaan kompleks ini dapat memberikan faedah kepada kumpulan sasar JKM terutama kepada masyarakat setempat dan sekitarnya yang dilengkapi dengan pelbagai perkhidmatan kemudahan dan infrastruktur dalam satu bumbung (*one stop centre*).
- Memberi maklumat kepada masyarakat tentang usaha pembangunan yang telah disediakan oleh kerajaan untuk kemudahan masyarakat.

**Objective:**
- Opening the new building more comfortable for employees PKMB Sri Aman.
- Construction of the complex will benefit the target groups JKM mainly to the local community and surrounding areas are equipped with various service facilities and infrastructure in the roof (one stop center).
- Provide information to the public about the development efforts that have been provided by the government for community facilities.

## Bengkel Perancangan Strategik JKM 2016-2020
## Strategic Planning Workshop JKM 2016-2020

**25 - 27 Oktober/October 2016**

**Objektif:**
- Membuat penilaian secara objektif terhadap pencapaian sasaran kerja tahunan jabatan bagi tahun 2016;
- Merancang dan menyediakan sasaran kerja tahunan jabatan bagi tahun 2017 selari dengan Pelan Pengurusan Strategik JKM, Pelan Transformasi Kementerian Pembangunan Wanita Keluarga dan Masyarakat dan Rancangan Malaysia ke 11; dan
- Membuat semakan dan memuktamadkan Pelan Strategik Modal Insan JKM 2016-2020.

**Objective:**
- Make an objective assessment of the achievement of the department's annual work targets for 2016;
- Plan and prepare annual work target position for 2017 in line with the department's Strategic Management Plan, Transformation Plan Ministry of Women, Family and Community Development and the 11th Malaysia Plan; and
- Review and finalize the Strategic Plan 2016-2020 Human Capital department.

## Melaksanakan Kajian oleh Perunding
## Conducting a research by consultants

### Kajian Kemudahan dan Perkhidmatan Warga Emas bagi Menepati Keperluan di Malaysia Menjelang 2030.

**Objektif:**
- Mengenal pasti kemudahan dan perkhidmatan warga emas sedia ada bagi mewujudkan direktori khusus perkhidmatan warga emas di Malaysia.
- Membangunkan penandaarasan keperluan warga emas di Malaysia bagi persediaan menghadapi negara tua menjelang 2030.
- Analisis situasi semasa dan penyediaan unjuran keperluan kemudahan dan perkhidmatan warga emas di Malaysia
- Mengenal pasti isu dan cabaran yang dihadapi oleh pemegang taruh (penyedia perkhidmatan, pengguna, pengawalselia) untuk meningkatkan kedapatan, kebolehcapaian, kemampuan dan kemampanan kemudahan dan perkhidmatan warga emas.

### Research for Facilities and Services for the Elderly Needs Met at Malaysia in 2030.

**Objective:**
- Identify the facilities and services available the elderly in order to create a special directory services to senior citizens in Malaysia.
- Developing benchmarking needs of senior citizens in Malaysia to prepare for the old country by 2030.
- Analysis of the current situation and the provision of facilities and services, the projected needs the elderly in Malaysia
- To identify issues and challenges faced by stakeholders (service providers, users, regulators) to improve the availability, accessibility, affordability and sustainability of facilities and services the elderly.

### Kajian Keberkesanan Bantuan Kewangan JKM

**Objektif:**
- Menilai tahap keberkesanan bantuan kewangan kepada penerima bantuan.
- Mengkaji tahap keberkesanan sistem penyampaian pengurusan bantuan kewangan yang sedia ada dari aspek:
  (i) kaedah permohonan, siasatan dan kelulusan bantuan.
  (ii) kaedah bayaran dan penyampaian bantuan.
- Memperihalkan aliran skim bantuan kewangan dan faktor peningkatan permohonan bantuan
- Mencadangkan penambahbaikan sistem pengurusan bantuan kewangan iaitu mewujudkan Sistem Penentu Kelayakan Bantuan.

### Research for Effectiveness of financial assistance JKM /Aid department.

**Objective:**
- Assessing the effectiveness of financial aid to the beneficiaries.
- Review the effectiveness of the delivery system of management of existing financial aid from the:
  (i) the method of application, investigation and approval of the aid.
  (ii) the method of payment and the delivery of assistance.
- Describe the flow of financial assistance schemes and the increasing request for assistance.
- Suggest improvements of financial aid management system that is creating systems help determinant of eligibility.

### Kajian Tahap Kualiti Perkhidmatan TASKA di Malaysia SST 10/10

**Objektif:**
- Menilai kualiti perkhidmatan asuhan dan didikan di TASKA meliputi aspek:
  (i) Pengurusan dan petugas di TASKA;
  (ii) Kos operasi, bayaran gaji / insentif;

### Research Level of TASKA Service Quality in Malaysia SST 10/10

**Objective:**
- Evaluate the quality of care and education services in nurseries include:
  (i) Management and staff at nurseries;
  (ii) Operating costs, salaries / incentives;

(iii) Yuran pendidikan kanak-kanak;
(iv) Pengisian program / aktiviti di TASKA; dan
(v) Penyediaan latihan / kursus TASKA.

- Menilai tahap perkembangan menyeluruh kanak-kanak meliputi aspek:
  (i) Perkembangan sahsiah, sosio-emosi dan kerohanian kanak-kanak;
  (ii) Perkembangan bahasa, komunikasi dan literasi awal kanak-kanak;
  (iii) Perkembangan fizikal;
  (iv) Perkembangan deria dan pemahaman dunia persekitaran kanak-kanak;
  (v) Perkembangan kreativiti dan estetika kanak-kanak; Perkembangan awal matematik dan pemikiran logik kanak-kanak; dan
  (vi) Kesihatan, pemakanan dan keselamatan.

- Mengkaji faktor-faktor yang mempengaruhi kualiti TASKA dengan mengukur tahap-tahap berikut:
  (i) Lokasi, keselamatan, kesihatan dan kebersihan di TASKA;
  (ii) Kelengkapan dan peralatan di TASKA; dan
  (iii) Pemantauan dan pematuhan di TASKA.

- Menilai tahap pematuhan pengambilan kanak-kanak berdasarkan umur yang ditetapkan oleh akta berkaitan terhadap TASKA.
- Mengkaji keperluan satu agensi yang menerajui bidang pengasuhan dan pendidikan awal kanak-kanak di Malaysia.
- Menilai keperluan penambahbaikan terhadap akta dan peraturan berkaitan TASKA di Malaysia.
- Membangunkan satu cadangan draf dokumen dasar dan pelan tindakan berkaitan perkhidmatan TASKA di Malaysia.

(iii) Children's educational fees;
(iv) Contents of the program / activities in nurseries; and
(v) Provision of training / courses nurseries.

- Evaluate the level of holistic development of children include:
  (i) Personality development, socio-emotional and spiritual children;
  (ii) The development of language, communication and literacy early childhood;
  (iii) Physical development;
  (iv) The development of the senses and the understanding of the world around children;
  (v) Creativity and aesthetic development of children;
  (v) The early development of mathematical and logical thinking of children; and
  (vi) Health, nutrition and safety

- Review factors that influence the quality of nurseries by measuring the following phases:
  (i) Location, security, health and hygiene in nurseries;
  (ii) Fittings and equipment in nurseries; and
  (iii) Monitoring and compliance in nurseries.

- Evaluate the level of compliance with the employment of children under the age set by the Act relating to nurseries;
- Reviewing the needs of the agencies leading parenting and early childhood education in Malaysia.
- Assessing the need for improvements to the act and regulations Related nurseries in Malaysia.
- Developing a draft document proposed policies and action plans relating to services nurseries in Malaysia.





# Bahagian Dasar dan Hubungan Antarabangsa
# Policy and International Relations Division

## Rekod Perbincangan (RoD) JKM-JICA: Projek Kecemerlangan Warga Emas: Program Berasaskan Komuniti dan Sistem Sokongan Sosial
## Record of Discussion (RoD) JKM-JICA : The Project on Successful Ageing: Community Based Programmes and Social Support System

**Matlamat Projek**
Kecemerlangan warga emas berasaskan program komuniti dan sistem sokongan sosial warga emas diiktiraf dan terlaksana.

**Keberhasilan**
Maklumat dan pengetahuan dari negara Jepun dalam membangunkan program berasaskan komuniti dan sistem sokongan sosial kepada warga emas akan dikongsi dengan JKM, KPWKM dan agensi yang berkaitan;

Pengalaman dan pembelajaran yang diikuti dalam program berasaskan komuniti dan sistem sokongan sosial yang dipelajari dari negara lain akan dikongsi dengan JKM, KPWKM dan agensi yang berkaitan;

Kumpulan sasar akan mendapat maklumat dan pengetahuan untuk membangunkan program berasaskan komuniti dan sistem sokongan sosial untuk warga emas di Malaysia.

**Aktiviti**
Melaksanakan kursus di Negara Jepun selama 10-14 hari bagi memberi peluang untuk melihat sendiri pelaksanaan program berasaskan komuniti dan sokongan sosial.

**Project Purpose**
Towards successful ageing, community based program and policies on social support system for older persons are developed.

**Outputs**
Knowledge and information from Japan's experience in developing community based programmes and social support system for older persons are shared with DSW, MWFCD and other relevant organizations.

Lessons learned & experiences of community based programmes and social support systems for older person in other countries are shared with DSW, MWFCD and other relevant organizations.

Target groups gain adequate knowledge and information for the development of appropriate community based programmes and policies on social support system for older persons in Malaysia.

**Activities**
Implement training courses in Japan to provide participants with opportunities for lectures on such issues/topics as the development of community based programs and social support system.

Melaksanakan seminar di Malaysia bagi berkongsi pengalaman yang dipelajari di Jepun kepada lebih ramai kumpulan sasar dalam pelaksanaan program berasasakan komuniti dan sistem sokongan sosial.

Implement seminars in Malaysia to provide participants with opportunities for lectures on related issues/topics that could serve as useful reference for developing community based programs and social support system.

Melaksanakan latihan di Negara Ketiga bagi melihat pelaksanaan program berasaskan komuniti dan sistem sokongan sosial.

Implement the training programmes in the third country to learn useful experiences and lessons learned in promoting community based programs and social support system.

Membangunkan polisi yang berkaitan dengan program berasaskan komuniti dan sistem sokongan sosial di Malaysia

Conduct policy discussions to develop appropriate community based programs and policies on social support system in Malaysia.

**Lawatan ke Jepun**
***Study Visit To Japan***

**Lawatan ke Thailand**
***Study Visit To Thailand***

**Seminar On Successful Ageing Di Institut Sosial Malaysia**
***Seminar On Successful Ageing Di Institut Sosial Malaysia***

# Bahagian Kaunseling
# Counselling Division

## Intervensi Krisis dan Sokongan Psikologi Kepada Keluarga Mangsa Nahas Pesawat Helikopter AS350
## Crisis Intervention and Psychological Support to Families of AS350 Helicopter Crash Victims

**5 - 9 Mei/May 2016**

Seramai 16 orang Pegawai Psikologi telah bertugas melalui modus operandi intervensi di lokasi hotel penginapan sementara keluarga mangsa, Pangkalan Tentera Udara Diraja Malaysia (TUDM), Hospital Umum Sarawak serta lokasi-lokasi ketibaan dan pengebumian jenazah. Bantuan intervensi krisis ini dan sokongan psikologi bermatlamat untuk mengurangkan trauma yang dihadapi oleh keluarga mangsa.

A total of 16 Psychology Officers were on duty providing the services under the intervention modus operandi to families of the victims.

**Objektif**

Membantu ahli keluarga mangsa dari sudut sokongan psikologi dalam menghadapi hakikat kehilangan orang tersayang.

**Objective**

Assisting the victims of family members by providing a psychological support to cope with the loss of loved ones.

## PR1SMA@Community di Sambutan Bulan Kaunseling Peringkat Kebangsaan JKM
## PR1SMA@Community at Sambutan Bulan Kaunseling Peringkat Kebangsaan JKM

**17 - 22 Oktober/October 2016**

Sambutan Bulan Kaunseling Kebangsaan JKM ini adalah selaras dengan pelancaran bulan Oktober sebagai Bulan Kaunseling Kebangsaan Tahun 2016 oleh Yang Berhormat Menteri Pembangunan Wanita, Keluarga dan Masyarakat (KPWKM). Konsep penganjuran ialah meraikan sambutan bulan kaunseling bersama komuniti supaya hasrat merakyat dan membudayakan perkhidmatan kaunseling dan psikologi dapat dicapai. Seramai 2,223 orang pengunjung telah hadir memeriahkan program ini melibatkan zon-zon berikut:

- **Zon Utara**
  17 Oktober 2016 di kawasan perumahan Taman Seri Gemilang, Kedah
- **Zon Tengah**
  19 Oktober 2016 di Terminal Bersatu Selatan (TBS)
- **Zon Timur**
  19 Oktober 2016 di Dewan Gelanggang Seni, Jabatan Kebudayaan dan Kesenian, Kota Bharu, Kelantan
- **Zon Selatan**
  22 Oktober 2016 di Melaka Mall, Melaka

Celebration of the National Counseling Month in October 2016 by the Minister of Women, Family and Community Development. The concept of celebrating this counseling month with the community is to achieve the goals and motives of counseling and psychological services. A total of 2,223 visitors had attended the program involves the following zones:

- **North Zone**
  17 October 2016 in Taman Seri Gemilang, Kedah
- **Central Zone**
  19 October 2016 in Terminal Bersatu Selatan (TBS)
- **East Zone**
  19 October 2016 in Dewan Gelanggang Seni, Jabatan Kebudayaan dan Kesenian, Kota Bharu, Kelantan
- **South Zone**
  22 October 2016 at Melaka Mall, Melaka

## *Soft Launch* Sahabat *Psychological Support Team* (PSTeam)
## Soft Launch Sahabat Psychological Support Team (PSTeam)

**4 Disember/December 2016**

Menteri Mentor UPM

*Soft launch* Sahabat *Psychological Support Team* (PSTeam) kepada mahasiswa dan mahasiswi Universiti Putra Malaysia telah disempurnakan oleh YB Menteri Pembangunan Wanita, Keluarga dan Masyarakat sempena *Kick-Off* Program Mentor Menteri UPM. PSTeam merupakan pasukan yang terdiri daripada sukarelawan kaunselor berdaftar dan juga Pegawai Psikologi Perkhidmatan Awam.

Soft launch Friends of Psychological Support Team (PSTeam) to students in Universiti Putra Malaysia has been launched by the Minister of Women, Family and Community Development in conjunction with the Kick-Off Program Mentor Minister UPM. PSTeam is a team of registered counselor volunteers and Public Service Psychology Officer.

**Objektif**
Menggalakkan program kesukarelawan pelajar menerusi program Mentor Menteri dalam merakyatkan perkhidmatan kaunseling dan psikologi.

**Objective**
Encouraging volunteerism programs among students through the Minister Mentor program in counseling and psychological services.



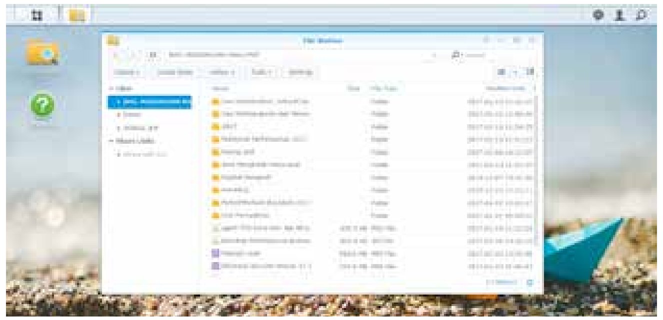


# Bahagian Pengurusan Maklumat
# Information Management Division

## Projek Storan Awam JKM (cJKM)
## JKM Public Storage Project (cJKM)

- Bengkel kemahiran cJKM telah dilaksanakan kepada penyelaras-penyelaras cJKM Bahagian pada 15 November 2016 di Makmal Komputer JKM.
- Kini perkhidmatan cJKM boleh diakses dan digunapakai melalui komputer ataupun telefon pintar.

- cJKM skills workshops have been implemented to Divisional cJKM coordinators on 15 November 2016 at JKM Computer Laboratory.
- Now cJKM services can be accessed and deployed via a computer or smartphone.



## Portal Rasmi JKM
## JKM Official Portal

- Penggunaan portal rasmi baharu Jabatan Kebajikan Masyarakat bermula pada 16 Jun 2016.
- **http://www.jkm.gov.my** merupakan url Portal Rasmi JKM.

- The use of the new portal of the Social Welfare Department begins on June 16, 2016.
- **http://www.jkm.gov.my** is the official JKM Portal url.

# Bahagian Kebajikan Produktif
# Productive Welfare Division

## Perkhidmatan Pengurusan dan Bantuan Bencana

Sebagai anggota dalam Jawatankuasa Pengurusan dan Bantuan Bencana Negara, Jabatan Kebajikan Masyarakat bertanggungjawab terhadap kerja-kerja penyaluran bantuan dan pemulihan mangsa bencana. Berdasarkan Arahan Majlis Keselamatan Negara (MKN) No. 20 (Semakan Semula): Dasar dan Mekanisme Pengurusan Bencana Negara. Jabatan Kebajikan Masyarakat mempunyai empat peranan dan tanggungjawab utama iaitu:

1. Menyedia dan menyelenggarakan pusat-pusat pemindahan mangsa-mangsa bencana
2. Menyediakan dan mengedarkan bantuan makanan, pakaian dan lain-lain keperluan asas kepada mangsa-mangsa bencana
3. Menjalankan pendaftaran mangsa-mangsa bencana bagi maksud pemulihan
4. Memberi bimbingan, nasihat/kaunseling kepada mangsa- mangsa bencana

## Crisis and Disaster Management

As a member in Management and the National Disaster Relief Committe , Department of Social Welfare are responsible to distribution of aid and recovery of disaster victims. Based on the National Security Council (NSC) Order No. 20 (Revised): Policy and National Disaster Management Mechanism. Department of Social Welfare has four main roles and responsibilities:

1. To provide and manage evacuation centers;
2. To prepare and distribute food, clothing and other basic needs to the affected victims;
3. To register the disaster victims for the purpose of rehabilitation; and
4. To provide guidance, advice / counseling services to the affected victims.





Perlaksanaan tanggungjawab JKM terbahagi kepada tiga (3) peringkat iaitu:
(i) Sebelum Berlaku Bencana (Kesiapsiagaan)
(ii) Semasa Berlaku Bencana (Tindak Balas)
(iii) Selepas Berlaku Bencana (Pasca Bencana Pemulihan)

Department responsibilities are divided into three (3) stages: -
(i) Disaster Preparedness (Pre-Disaster)
(ii) Response Stage (During Disaster)
(iii) Recovery / Restoration Stage (Post-Disaster)

## Cawangan Pengurusan Krisis dan Bencana

## Crisis And Disaster Management Branch

### 1. Kesiapsiagaan Bencana

### 1. Disaster Preparedness

(a) Peruntukan 2016 (Keperluan Asas dan Makanan)
(a) Budget Allocation 2016 (Basic needs and foods)

| Bil. *No.* | Negeri *State* | Peruntukan Persekutuan *Federal Allocation* | Peruntukan Negeri *State Allocation* |
|---|---|---|---|
| 1. | Kelantan | 500,000 | 300,000 |
| 2. | Terengganu | 300,000 | 2,000,000 |
| 3. | Pahang | 500,000 | 2,000,000 |
| 4. | Perak | - | 500,000 |
| 5. | Kedah | 150,000 | 1,000,000 |
| 6. | Selangor | 130,000 | 1,000,000 |
| 7. | N.sembilan | 30,000 | Mengikut Keperluan |
| 8. | Sabah | 300,000 | 3,320,000 |
| 9. | Sarawak | 150,000 | 4,400,000 |
| 10. | Johor | 100,000 | 1,000,000 |
| 11. | Melaka | 45,000 | 100,000 |
| 12. | P.pinang | 20,000 | 158,000 |
| 13. | Perlis | 36,000 | 500,000 |
| 14. | WP. K.Lumpur | 50,000 | - |
| 15. | WP. Labuan | 20,000 | - |
| | **Jumlah/*Total*** | **2,331,000** | **16,278,000** |

(b) Pusat Pemindahan Mengikut Negeri
(b) Evacuation Centre by state

| Bil. *No.* | Negeri *State* | Jumlah Besar *Total Amount* | | Kapasiti Besar *Total Capacity* | | Sekolah/dll *Schools/etc* | | Dewan Orang Ramai/ Balai Raya/ Pusat Komuniti/dll *Hall/ Community Centre/etc* | |
|---|---|---|---|---|---|---|---|---|---|
| | | Bil Pusat Pemindahan *No. Of Evacuation Centre* | Kapasiti *Capacity* | Bil Pusat Pemindahan *No. Of Evacuation Centre* | Kapasiti *Capacity* | Bil Pusat Pemindahan *No. Of Evacuation Centre* | Kapasiti *Capacity* | Bil Pusat Pemindahan *No. Of Evacuation Centre* | Kapasiti *Capacity* |
| 1. | Kelantan | 737 | 215,955 | 12 | 24,500 | 333 | 145,310 | 392 | 46,145 |

| Bil. No. | Negeri State | Jumlah Besar *Total Amount* | | Kapasiti Besar *Total Capacity* | | Sekolah/dll *Schools/etc* | | Dewan Orang Ramai/ Balai Raya/ Pusat Komuniti/dll *Hall/ Community Centre/etc* | |
|---|---|---|---|---|---|---|---|---|---|
| | | Bil Pusat Pemindahan *No. Of Evacuation Centre* | Kapasiti *Capacity* | Bil Pusat Pemindahan *No. Of Evacuation Centre* | Kapasiti *Capacity* | Bil Pusat Pemindahan *No. Of Evacuation Centre* | Kapasiti *Capacity* | Bil Pusat Pemindahan *No. Of Evacuation Centre* | Kapasiti *Capacity* |
| 2. | Terengganu | 669 | 175,061 | 2 | 4,570 | 365 | 122,670 | 302 | 47,821 |
| 3. | Pahang | 592 | 195,067 | 4 | 9,000 | 228 | 81,995 | 360 | 104,072 |
| 4. | Perak | 668 | 165,650 | - | - | 110 | 90,130 | 558 | 75,520 |
| 5. | Kedah | 496 | 90,140 | 1 | 2,000 | 167 | 45,525 | 328 | 42,615 |
| 6. | Selangor | 415 | 85,020 | - | - | 141 | 48,500 | 274 | 36,520 |
| 7. | N.sembilan | 521 | 122,552 | 17 | 38,000 | 163 | 37160 | 341 | 47,392 |
| 8. | Sabah | 359 | 186,740 | 23 | 56,000 | 214 | 105,520 | 122 | 25,220 |
| 9. | Sarawak | 215 | 162,540 | 7 | 32,000 | 66 | 60,820 | 142 | 69,720 |
| 10. | Johor | 114 | 23,360 | - | - | 56 | 15,080 | 58 | 8,280 |
| 11. | Melaka | 168 | 68,440 | 5 | 13,500 | 112 | 41,130 | 51 | 13,810 |
| 12. | P.pinang | 92 | 26,060 | - | - | 88 | 25,710 | 4 | 350 |
| 13. | Perlis | 71 | 24,450 | - | - | 55 | 18,300 | 16 | 6,150 |
| 14. | WP. K.Lumpur | 65 | 15,100 | - | - | 27 | 11,300 | 38 | 3,800 |
| 15. | WP. Labuan | 26 | 11,890 | 2 | 4,000 | 6 | 6,000 | 18 | 1890 |
| | **Jumlah/*Total*** | **5,208** | **1,568,025** | **73** | **183,570** | **2,131** | **855,150** | **3,004** | **529,305** |

## Simulasi Pengurusan Pusat Pemindahan Sempena Majlis Perasmian Bulan Kesiapsiagaan Nasional 2016
## Simulation of Evacuation Centers Management on National Preparedness Month 2016

**21 - 23 Oktober/October 2016**
**Kemaman Waterfront, Terengganu**

**Objektif**

i. Meningkatkan keupayaan pengurusan dan kecekapan menangani bencana di kalangan petugas Jabatan, komuniti setempat dan sukarelawan;
ii. Memenuhi peranan dan tanggungjawab Jabatan yang merupakan antara agensi utama dalam pengurusan bantuan bencana di peringkat pusat, negeri dan daerah;
iii. Mendidik masyarakat supaya mengetahui risiko atau tahap bahaya di kawasan yang didiami dan melaksanakan langkah-langkah kesiapsiagaan yang meliputi usaha pencegahan, peredaan dan peningkatan keupayaan;
iv. Meningkatkan tahap hubungan dan kerjasama di antara jabatan/agensi kerajaan dan swasta, pemimpin, komuniti setempat, sukarelawan dan NGO.

**Objective**

i. To improve capabilities and efficiency on disaster management among the staffs of department, local communities and volunteers;
ii. To fulfill the role and responsibilites of department as a key agency in Disaster Relief Management at the federal, state and district level;
iii. To educate public on the risk or danger at their residential and implement disaster preparedness including prevention, mitigation and improve capability;and
iv. To enhance the relationship and cooperation between government departments / agencies, private sector, leaders, local communities, volunteers and NGOs.

## Pelancaran Sistem InfoBanjir
## Launching of 'InfoBanjir'

**21 - 23 Oktober/October 2016**
**USIM, Nilai, Negeri Sembilan**

**Objektif**

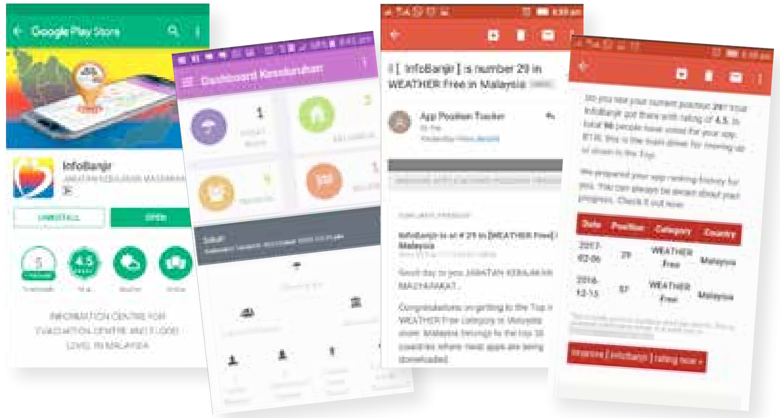
Sistem ini bertujuan memberikan kemudahan kepada orang ramai khususnya mangsa banjir untuk mendapatkan maklumat mengenai pusat pemindahan dan lokasi, statistik mangsa berpindah di pusat

**Objective**

This system provides information to the public, especially the disaster victims on the location of evacuation centers, statistic of disaster victims moved into evacuation centers, hotline of

pemindahan, talian kecemasan Jabatan/Agensi terlibat dengan bencana dan paras air sungai (link JPS).

departments / agencies that involved in disaster management and river levels.



## Program *Engagement* Bersama Petugas dan Mangsa Bencana Banjir
## Engagement program with the volunteers and flood disaster victims

**Kejadian 1 Monson Timur Laut -Disember 2016-Januari 2017**
**Northeast monsoon ( December 2016 till January 2017)**
**Kelantan & Terengganu**

**Objektif**
Meninjau tahap kesiapsiagaan dan merangsang semangat petugas dan mangsa di Pusat-Pusat Pemindahan mangsa bencana banjir.

**Objective**
To observed preparedness level on disaster, encourage volunteers and disaster victims in evacuation centres.

### 2 *Years Exit Programme* (2YEP)

Selaras dengan pendekatan *Productive Welfare* yang mula diperkenalkan oleh JKM pada 2010, program ini memfokuskan kepada kapasiti dan usaha yang mensasarkan penerima bantuan kebajikan supaya dapat terus hidup berdikari melalui pembelajaran pelbagai kemahiran kehidupan (*survival skills*) yang bersesuaian dengan keupayaan mereka dan aspek motivasi agar tidak selamanya bergantung kepada bantuan kerajaan buat selama-lamanya. Selain itu ia juga berfungsi menggiatkan program-program ke arah pembangunan modal insan agar penerima bantuan tidak kembali kepada bantuan kebajikan untuk saraan hidup.

Mulai tahun 2016, Selari dengan kelulusan projek bukan fizikal di bawah *Rolling Plan* pertama (RP1) RMKe-11, JKM telah membuat peluasan pelaksanaan program 2 *Years Exit Programme* (2YEP) ke seluruh negara, yang menekankan program pembangunan kapasiti dan pendayaupayaan klien dengan peruntukan yang diluluskan sebanyak RM2.5 juta.

## 2 Years Exit Programme (2YEP)

In line with Productive Welfare approach, which was first introduced in 2010, this branch focus with capacity and efforts targeted at welfare recipients to live independently. This can be achieve through the learning of survival skills that are appropriate to their ability and motivation not to constantly rely on financial assistance. Besides, this branch also serve to intensify the programs towards the development of human capital so that recipients could not return to welfare assistance to livelihood.

From 2016, in conjuction with approval of non-physical projects under first Rolling Plan (Eleventh Malaysian Plan), the department had expanded 2 Years Exit Programme (2YEP) nationwide, that emphasizing capacity development programs and client empowerment with provisions approved of RM2.5 million.

## Laporan Pencapaian 2016
## Performance Report For The Year Of 2016

(a) Status Kewangan di bawah Projek Pembangunan P48, *2 Years Exit Programme*
(a) Financial status under development project (P48), 2 Years Exit Programme

| Bil. *No.* | Negeri *State* | Peruntukan (Rm) *Budget Allocation (RM)* | Penglibatan Peserta *List Of Participants* |
|---|---|---|---|
| 1. | Johor | 51,000 | 200 |
| 2. | Selangor | 442,500 | 150 |
| 3. | Kedah | 442,500 | 150 |
| 4. | Kelantan | 442,500 | 150 |
| 5. | Pahang | 442,500 | 150 |
| 6. | Perak | 64,500 | 150 |
| 7. | Terengganu | 64,500 | 150 |
| 8. | Pulau Pinang | 52,000 | 117 |
| 9. | WP Kuala Lumpur | 52,000 | 97 |
| 10. | Sabah | 265,500 | 90 |
| 11. | Melaka | 49,500 | 90 |
| 12. | WP Labuan | 6,000 | 20 |
| 13. | Negeri Sembilan | 112,500 | 450 |
| 14. | Perlis | 12,500 | 53 |
| | **Jumlah Keseluruhan/*Total*** | **2,500,000** | **100** |

(b) Jenis Projek dan Perniagaan peserta 2 YEP bagi 2016
(b) Types of Projects and Business

| Bil. *No.* | Projek Dan Perniagaan *Project And Business* | Jumlah Peserta *List Of Participants* |
|---|---|---|
| 1. | Kedai / Gerai makan & minum<br>Food stalls | 862 |
| 2. | Kedai runcit / perniagaan runcit di rumah<br>Grocery / retail business at home | 97 |
| 3. | Jahitan<br>Sewing | 252 |
| 4. | Penternakan<br>Livestock | 76 |
| 5. | Pertanian<br>Agriculture / farming | 27 |
| 6. | Memproses,menjual, membekal makanan & minuman diproses / sejuk beku / buah-buahan / sayur-sayuran / bahan mentah / makanan ringan<br>Processing/selling / supplying processed food | 292 |





| Bil. *No.* | Projek Dan Perniagaan *Project And Business* | Jumlah Peserta *List Of Participants* |
|---|---|---|
| | and beverages / frozen food / fruit / vegetables /raw materials / snacks | 55 |
| 7. | Roti, kek & pastri<br>Bread, cake & pastry | 104 |
| 8. | Perkhidmatan<br>Services | 114 |
| 9. | Lain-lain perniagaan<br>Other business | 80 |
| 10. | Solekan / urutan / Spa / salun & Andaman<br>Cosmetics / massage / spa / salon & bridal makeup | 41 |
| 11. | Bengkel kereta / bengkel motor/ bengkel besi/ kimpalan / peralatan elektronik<br>Automotive/motorcycle workshop / welding workshop / electronic equipment | |
| | **Jumlah/*Total*** | **2,000** |

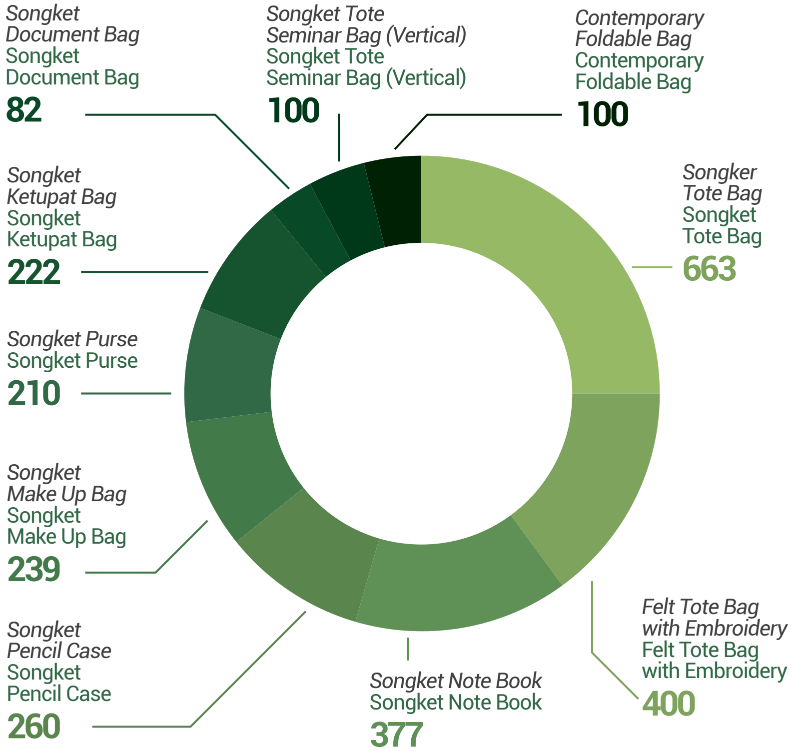
Bantu kembang perniagaan

2YEP galak peserta buat duit

## ProWell
## ProWell

Melalui penubuhan PWC@PLPP dan Well-Mart serta penjenamaan produk ProWell, Kementerian Pembangunan Wanita, Keluarga dan Masyarakat amnya dan JKM khususnya akan mengorak langkah kepada satu pendekatan yang lebih lestari (*sustainable*) melalui konsep Keusahawanan Sosial (*Social Entrepreneurship*) yang merupakan satu inisiatif baru yang berpotensi untuk dikembangkan dalam membantu golongan sasar yang memerlukan.

Through the establishment of the PWC@ PLPP,Well-Mart and rebranding of Prowell product, the Ministry of Women, Family and Community in general and the department in particular will pave the way to an approach that is more sustainable through the concept of Social Entrepreneurship which is a new potention initiative to be developed to assist the target groups in need.



## Bahagian Kanak-kanak
## Childrens Division

### Kursus Pemantapan Kualiti Pengurusan Hal Ehwal Islam Di Institusi
### The Strengthening Course on Management of Islamic Affairs at Institutions

**3 - 5 Mac/March 2016**
**Pusat Latihan LKIM "Camar Laut", Sepang, Selangor**

**Objektif**
- memantapkan kualiti pengurusan Hal Ehwal Islam serta proses pengajaran dan pembelajaran di institusi kebajikan masyarakat.
- menambah pengetahuan para peserta seperti Teknik Hafazan Baghdadi, Pengurusan Stress serta perbincangan kumpulan.

**Objective**
- Strengthen the quality of Islamic Affairs management as well as the learning process in the community's welfare institution.
- Expand the knowledge of participants such as 'Baghdadi Memorizing Technique', Stress Management and group discussion.

## Kursus Transformasi Kepimpinan Dan Jati Diri Ketua Institusi Kanak-Kanak JKM
## Leadership Transformation and Self-Integrity Course for Head of JKM Children's Institution

**16 - 18 Mac/March 2016**
**Asrama Akhlak Pokok Sena, Kedah**

**Objektif**
- Memantapkan lagi nilai kepimpinan dan jatidiri setiap ketua institusi kanak-kanak untuk berdepan dengan situasi semasa pengurusan Institusi Kanak-kanak
- Mendedahkan dengan aspek pengurusan penghuni berusia 21 tahun ke bawah disamping perkongsian pengalaman pegawai penjara dalam mendepani masalah-masalah yang dihadapi bagi pengurusan penghuni.

**Objective**
- Bolster leadership values and self-integrity of every leader of children's institution in facing with situations during their management of respective institution.
- Exposing the aspect of management of 21 years old occupant along with sharing of experiences from prison officers in dealing with problems that is inflicted on the occupants' management.

**5 - 7 Ogos/August 2016**
**Institut Latihan Islam Malaysia (ILIM), Bangi, Selangor**

**Objektif**
- Untuk menggilap potensi, keyakinan diri serta menerap budaya kreativiti di kalangan kanak-kanak institusi.
- Memupuk semangat berdaya saing di kalangan kanak-kanak institusiMelalui

**Objective**
- To sharpen potential, self-confidence and setting the creativity culture among children of institution.
- Instilling competitive spirit among children of institution

**Keberhasilan**
Seramai 116 orang kanak-kanak mewakili institusi masing-masing telah menyertai pelbagai pertandingan yang telah diadakan seperti Pertandingan Azan, Pertandingan Bercerita, Pertandingan Pidato, Pertandingan Hafazan dan Kuiz Minda Ulul Albab.

**Outcome**
A total of 116 children representing their respective institutions participated in various competitions such as Azan Competition, Storytelling Competition, Speech Contest, Hafazan (Qur'an Memorizing) Competition and Ulul Albab Mind Quiz.

## Sambutan Hari Taska Peringkat Kebangsaan
## National Day of Nursery Celebration

**13 Ogos/August 2016**
**The School, Jaya One, Jalan Universiti, Petaling Jaya, Selangor**

Tema Sambutan adalah **KESELAMATAN KANAK-KANAK: "KEEP ME SAFE"**

**Objektif**
- Mewujudkan kesedaran kepada ibu bapa dan masyarakat tentang pentingnya mengawasi keselamatan kanak-kanak samada di TASKA atau di rumah.
- Pelancaran portal "www.asuhan.my" - portal ini akan memberi kemudahan kepada ibu bapa mendapat maklumat mengenai TASKA berdaftar yang berhampiran dengan rumah mereka. Portal ini boleh diakses bila-bila masa dengan menggunakan telefon bimbit dan alamat serta lokasi TASKA boleh dipaparkan melalui laman tersebut.

**Keberhasilan**
Seramai 1,500 orang yang terdiri daripada agensi-agensi Kerajaan, swasta, Pertubuhan Bukan Kerajaan (NGOs), pengusaha-pengusaha TASKA, ibu-bapa dan kanak-kanak TASKA yang terlibat.. Terdapat 50 gerai pameran yang mengadakan pameran bersempena tema Hari TASKA 2016.

The theme is Safety of Children: "KEEP ME SAFE"

**Objectives**
- To create awareness among parents and the community on the importance of monitoring the safety of children in nursery as well as their own home.
- The launching of 'www.asuhan.my' portal gives parents the ability to harvest information on registered nursery near to their home. This portal can be accessed whenever using smart phones and address as well as the location of a nursery will be displayed through this website.

**Outcome**
As many as 1,500 people consisting of government and private agencies, Non-Governmental Organizations (NGOs), kindergarten's managements, parents and nursery's children were involved. 50 exhibition booths took part in conjunction with the Nursery Day 2016 theme.

## Sesi Dialog YBTM Bersama Agensi Latihan Kursus Asuhan Permata (KAP) Yang Diktiraf
## YBTM Dialogue Session with Recognized PERMATA Care Course (KAP) Training Agency

**10 November/November 2016**
**Dewan Perdana Nur, KPWKM**

**Objektif**
Platform kepada agensi pelaksana Kursus Asuhan PERMATA (KAP) untuk berkongsi amalan terbaik serta sebagai satu pendekatan dalam menyelesaikan masalah berkaitan pelaksanaan KAP.

**Keberhasilan**
Sesi dialog ini telah dihadiri oleh 38 agensi pelaksana KAP yang diiktiraf, wakil daripada Bahagian Dasar KPWKM dan Pengarah Bahagian Kanak-Kanak JKM.

**Objectives**
A platform for implementing agencies of PERMATA Care Course (KAP) to share the best practices as well as an approach in solving problems regarding KAP implementation.

**Outcome**
A dialogue session that was attended by 38 implementing agencies of KAP that had been recognized, representatives from Fundamental Unit of KPWKM and the Director of the Children's Division.

## Hari Terbuka Kebajikan Tahun 2016
## Welfare Open Day 2016

**17 - 20 November/November 2016**
**Pusat Latihan Perindustrian dan Pemulihan (PLPP), Bangi**

### Objektif
- Meraikan ulang tahun yang ke-70 Jabatan Kebajikan Masyarakat pada tahun 2016
- Meraikan golongan sasar Jabatan yang terdiri daripada OKU, kanak-kanak, warga emas dan sukarelawan melalui penggabungan sambutan-sambutan yang diadakan setiap tahun iaitu Hari Warga Emas, Hari Kanak-kanak, Hari Orang Kurang Upaya dan Hari Sukarelawan.

### Objectives
- To celebrate the 70th anniversary of Department of Community Welfare in the year 2016.
- To celebrate target group of the department consisting of disabled people (OKU), children, elderly and volunteers through combination of annual celebrations like Elderly Day, Children's Day, People With Disabilities Day and Volunteer Day.

## Sesi Dialog YBTM Bersama Peserta Kursus Asuhan Permata (KAP)
## Dialogue Session between YBTM with participants of PERMATA Care Course (KAP)

**19 Disember/December 2016**
**Bilik Mesyuarat Aras 21, KPWKM**

### Objektif
Untuk mendapat maklumbalas daripada peserta KAP bagi pelengkap kepada penambah baik pelaksanaan KAP sekali gus meningkatkan kualiti perkhidmatan TASKA di Malaysia.

### Objective
To gather feedbacks from participants of KAP to provide complement to the improvement of KAP implementation at the same time raising the quality of service of TASKA in Malaysia.

## Majlis Penyerahan Kelengkapan Sekolah “Back To School”
## ‘Back To School’ School Supplies Granting Ceremony

**20 Disember/December 2016**
**Dewan Perdana Nur, KPWKM**

**Keberhasilan**
Seramai 500 orang kanak-kanak instutusi JKM telah menerima beg serta pakaian sekolah dari UNIRAZAK.

**Outcome**
As many as 500 children's institution of JKM had received bags as well as school uniforms from UNIRAZAK.

# Bahagian Komuniti
# Community Division

## Kembara Kebajikan 1Malaysia
## 1Malaysia Welfare Tour

**11 Mac/March - 10 April/April2016**
**Seluruh Malaysia**

**Objektif**
- Menyemarakkan semangat kesukarelaan dalam kalangan anggota masyarakat
- Memperbanyakkan aktiviti kebajikan melalui pendampingan sosial
- Melibatkan penyertaan pelbagai agensi, sektor korporat dan NGO dalam program khidmat sosial kepada komuniti secara NBOS
- Mewara-warakan perkhidmatan kebajikan selaras dengan peranan JKM sebagai peneraju perkhidmatan kebajikan

**Objective**
- To boost the volunteerism spirit in the society,
- To further enhance social and welfare activities through social outreach,
- To encourage participation of various government agencies, private sectors, non-governmental organization (NGO) in providing social services to the community through NBOS, and
- To promote welfare services to the public in as JKM is the frontrunner of social services.

## Jelajah Kasih@Kebajikan Sempena Sambutan Ulangtahun Hari Keputeraan Ke-73 DYMM Tuanku Raja Muda Perlis
## Care @ Welfare Tour in conjunction with Celebration of the 73rd Anniversary of HRH Tuanku Raja Muda Perlis

**20 Mei/May 2016**
**Sekolah Menengah Kebangsaan Arau, Perlis**

**Objektif**
- Menggalakkan gaya hidup sihat melalui aktiviti riadah berbasikal;
- Mengumpul dana untuk disalurkan kepada aktiviti kebajikan;
- Mengeratkan jalinan kolaborasi dengan agensi lain, NGO, Syarikat Korporat, Komuniti dan Individu;
- Integrasi dan Intergenerasi dalam masyarakat; dan
- Menjejaki tokoh tempatan 'Berkat Berjasa".

**Objective**
- To encourage healthy life style through cycling activities;
- To accumulate funds for community development activities;
- To elevate collaboration between agencies, non-governmental organizations, corporate bodies, community and individual;
- To integrate and intergenerate among the community; dan
- To track veteran leaders "*Berkat Berjasa*"

## Seminar Sukarelawan Kebajikan MPKSM dan JKM Peringkat Kebangsaan Tahun 2016
## MPKSM and JKM Volunteer National Seminar Year 2016

**18 - 20 November/November 2016**
**Pusat Latihan Perindustrian dan Pemulihan Bangi**

**Objektif**
- Meningkatkan pengetahuan Sukarelawan PSK (MPKSM) dan JKM mengenai program Strategi

**Objective**
- To strengthen the Volunteers (both MPKSM & JKM) knowledge on National Blue Ocean Strategy





Lautan Biru (NBOS) dan memahami Dasar Sosial Negara;
- Meningkatkan pengetahuan dan kesedaran mengenai tanggungjawab sosial terhadap kumpulan sasar JKM dan sebagai platform percambahan fikiran serta cetusan idea yang kreatif dan inovatif bagi pemantapan perkhidmatan organisasi sukarelawan;
- Memantap dan memperkasa peranan Sukarelawan dalam bidang kebajikan masyarakat dan memperkenalkan khidmat sukarelawan di peringkat antarabangsa; dan
- Memberi pengiktirafan kepada Sukarelawan yang telah terlibat secara aktif dalam kerja kebajikan di akar umbi.

(NBOS) and National Social Policy;
- To elevate knowledge and awareness of social responsibility towards target group and act as a platform to brainstorm innovative and creative ideas to a better volunteerism organization;
- To strengthen Volunteers roles in social welfare development and to introduce their services at international level;
- To acknowledge and honor Volunteers who had rendered active and significant services to the community.

## Program Gema Kasih@Komuniti Peringkat Negeri
## Echoes of Love @ Community Program State Level

**15 - 16 April/April & 6 - 7 Disember/December 2016**
**Taman Wetland, Putrajaya & Safira Country Club, Seberang Jaya, Pulau Pinang**

Program Gema Kasih@Komuniti dilaksanakan bertujuan mendekatkan lagi hubungan dengan komuniti atau masyarakat setempat agar semua perkhidmatan jabatan dapat difahami dengan lebih baik melalui pendekatan outreach program yang dijalankan. Di samping itu, masyarakat juga berpeluang untuk lebih mengenali dan berinteraksi dengan pemimpin tempatan.

Gema Kasih@Komuniti is implemented for the purpose of closer the ties with the community or local community so that all agencies can be better understand through outreach programmes conducted. In addition, the community also have the opportunity to learn and interact more with the local leaders.

**Objektif**
- Memberi pendedahan dan kefahamanan kepada masyarakat mengenai pelaksanaan program jabatan;
- Meningkatkan penglibatan sukarelawan, pemimpin masyarakat dan sektor swasta dalam memberi perkhidmatan kepada kumpulan sasar;
- Melibatkan pemimpin-pemimpin masyarakat tempatan dalam perkhidmatan kesukarelaan; dan
- Mempromosi perkhidmatan berteraskan Outreach Programme kepada masyarakat.

**Objective**
- To expose and increase awareness of the community towards the implementation of the Department's programme;
- To increase the involvement degree of the volunteers, community, local leaders and private sector in serving the targeted group;
- To involve local community leaders in the framework of volunteerism; and
- To promote Outreach Based Programme to the community at large.

# Warga Emas
# Senior Citizen

## Pelaksanaan Perkhidmatan *Respite Care* di Rumah Seri Kenangan Cheras
## Implementation of Respite Care Service at Cheras Seri Kenangan House

**28 Mac/March 2016**
**Seluruh Malaysia**

Jabatan Kebajikan Masyarakat melalui Bahagian Warga Emas, telah memperkenalkan perkhidmatan *Respite Care* di Rumah Seri Kenangan Cheras mulai 28 Mac 2016. Respite Care adalah perkhidmatan alternatif kepada waris/ penjaga untuk menempatkan secara sementara warga emas dalam jagaannya di institusi bagi suatu tempoh tertentu, disebabkan tuntutan tugas di luar kawasan atau negara, atau apa-apa sebab yang memerlukan Warga Emas ditempatkan di institusi dengan jaminan keselamatan. Perkhidmatan Respite Care merangkumi jagaan dan perlindungan kepada Warga Emas di samping pengurusan dan penyediaan keperluan asas seperti makanan, kesihatan dan tempat tinggal di institusi.

Department of Community Welfare through the Senior Citizens division had introduced Respite Care service in Rumah Seri Kenangan Cheras from 28 March 2016. Respite Care is an alternative service to the heir/guardian for a temporary placement for the senior in the institution for a certain amount of time, due to job demands in and out of the country or any other reason that needs the elderly to be placed in a secured institution. Respite Care Service covers care and protection for the elderly other than management and preparation of basic needs like food, health and accommodation in the institution.

**Objektif**
- Memberikan perkhidmatan alternatif kepada waris / penjaga untuk menempatkan secara sementara warga emas dalam jagaannya di institusi bagi suatu tempoh tertentu;
- Memberi satu kemudahan tempat tinggal sementara kepada warga emas disebabkan waris / penjaga perlu memenuhi tuntutan tugas di luar kawasan atau negara, atau apa-apa sebab yang memerlukan Warga Emas ditempatkan di institusi dengan jaminan keselamatan;
- Memberi sokongan dan bantuan kepada waris / penjaga warga emas untuk membolehkan mereka menjalankan peranan penjagaan di samping menjaga kesihatan dan kesejahteraan diri mereka sendiri;

**Objective**
- To provide alternative services to the heir/guardian for a temporary placement for the elderly in their care in the institution for a certain amount of time;
- To provide a temporary accommodation for the elderly temporary placement due to the heir/ guardian having to fulfil job demands in and out of the country or any other reasons to needs a placement for the elderly in a secured institution;
- To provide encouragement and support to the heir/guardian for enabling them to play their role as a care provider and also taking care of their own health and wellbeing;.

- Menyediakan pilihan kepada waris / penjaga untuk meletakkan warga emas di bawah jagaan mereka di tempat yang selamat dengan bayaran yang berpatutan;
- Menjalin kerjasama strategik dengan pertubuhan sukarela kebajikan warga emas selaras dengan strategi B5 RMK-11 iaitu lebih banyak pusat penjagaan harian warga emas akan ditubuhkan dengan kerjasama NGO bagi membolehkan mereka hidup bersama ahli keluarga; dan
- Merupakan strategi ke tiga dalam Pelan Tindakan Warga Emas Negara iaitu Keselamatan dan Perlindungan bagi memenuhi keperluan warga emas dalam menangani isu penuaan di Malaysia.

- To provide option to heir/guardian under their care to be placed in a secure institution with a reasonable price;
- To forge strategic teamwork with the elderly welfare volunteering organization parallel to the B5 RMK-11 strategy that is an increase in the number of daily care centre for the elderly will be establish with cooperation with NGO for the to be able to live with their family; and
- A part of the third strategy in National Elderly Action Plan that is the Safety and Protection to fulfil the needs of the elderly in overcoming aging issues in Malaysia.

## Perundangan dan Penguatkuasaan
## Laws and Regulations

### Kempen Pendidikan Kesedaran Dan Pencegahan Pengemisan
### Awareness Campaign and Prevention of Begging

**26 Februari/February 2016**

Jabatan Kebajikan Masyarakat (JKM) melancarkan kempen pendidikan kesedaran dan pencegahan pengemisan dengan slogan 'Bijak Membantu, Elak Tertipu' dalam usaha memberi kesedaran kepada orang ramai untuk membanteras aktiviti pengemisan. Melalui kempen ini poster, risalah dan pelekat meja berkaitan isu mengemis diedarkan sebagai penyebaran informasi.

Kempen bertujuan menyampaikan mesej kepada masyarakat mengenai peranan mereka dalam membantu membanteras isu sendiket pengemisan yang palsu.

Orang ramai diberi penerangan dari aspek perundangan dan faedah memberi sumbangan melalui institute agama, rumah kebajikan, pertubuhan amal atau ke Yayasan Kebajikan Negara (YKN)

Department of Community Welfare (JKM) had launched an awareness campaign and prevention of begging with the slogan "Be Smart in Helping, Don't Be Cheated" in an attempt to give awareness to the public thus preventing the act of begging. Through this campaign poster, brochure and table sticker relating to the issues of begging were distributed as a spread of information.

The campaign aims to deliver a message to the public on their roles in helping to eradicate issues of false begging syndicate.

The public were given explanation in the aspect of law and the benefit of giving a contribution through Islamic institutions, welfare homes, welfare organisations or to the National Welfare Foundation (YKN).

## Perintah Khidmat Masyarakat
## Community Service Order

### Program Memperkasakan Ekonomi Bekas Pelatih Perintah Khidmat Masyarakat Melalui Geran Pelancaran JKM
### Economy Empowerment Program (EEP) to Community Service Order ex-trainess through the launch of the Department of Social Welfare grants

Meningkatkan pendapatan, membina peluang kerjaya dan hidup berdikari dalam masyarakat di kalangan bekas pelatih PKM

Build career, improve income and be independent living in society among other Comunity Servise Order ex-trainees

Perniagaan Kebab di Batu Cave Selangor
*Kebab Business at Batu Cave Selangor*

Perniagaan Gunting Rambut Kuala Terengganu
*Barber Shop at Kuala Terengganu*

Menjual Burger, Gelang Patah, Johor
*Selling Burgers at Gelang Patah*

Bengkel Kereta, Mersing, Johor
*Car Workshop at Mersing Johor*

Projek Pertanian, Pendang
*Projek Pertanian, Pendang*





## Kem Kerohanian Perintah Khidmat Masyarakat
## Spirituality Camp Community Service Order

**5 - 7 September/September 2016**

Meningkatkan kefahaman keagamaan dan penghayatan nilai-nilai murni untuk dijadikan garis panduan dalam kehidupan dikalangan pelatih Perintah Khidmat Masyarakat

Enhance understanding and appreciation of religious values as a guideline in life among Community Service Order trainees

## Kem Jati Diri Perintah Khidmat Masyarakat
## Identity Camp Community Service Order

**25 - 26 Julai/July 2016**

Meningkatkan jati diri, disiplin dan semangat pariotisme dikalangan pelatih Perintah Khidmat Masyarakat

Impove self-estem disipline and sense of patriotisme among Community Service Order trainees

## Juh Bergumpoi Kasih@Pkm Berambeh Di Buyot
## Juh Bergumpoi Kasih @Pkm Berambeh Di Buyo

**27 Mac/March 2016**

Menggalakkan semangat kesukarelawanan dan tolong menolong di kalangan pelatih Perintah Khidmat Masyarakat

Encourgage the Spirit of Volunteerism and mutual cooperation in Community Service Order Trainees

# Jabatan/Agensi di Bawah KPWKM
Department/Agency under KPWKM

# Jabatan Pembangunan Wanita (JPW)
**Department for Women's Development (JPW)**

# Jabatan Pembangunan Wanita (JPW)

## Department for Women's Development (JPW)

### Visi
### Vision

Mencapai kesaksamaan gender sebagai asas utama pembangunan masyarakat ke arah pembentukan sebuah negara maju.

Achiveing gender equality as essential to community development for the information of a developed country.

### Misi
### Mission

Meningkatkan penglibatan dan kapasiti wanita dalam pelbagai sektor di semua peringkat bagi menyumbang dan menjadi agen pembangunan negara.

Increase the participation adn capacity of women in the various sectors in all levels to contribute and become agents of development.

### Objektif
### Objective

Meningkatkan keupayaan wanita untuk lebih menyumbang kepada pembangunan negara melalui penyediaan perkhidmatan sokongan dan program-program membina kapasiti yang cekap dan berkesan.

Improve women's ability to contribute to the development of country through efficient and effective capacity building and the provision of support services.





## Sambutan Hari Wanita Antarabangsa
## International Women's Day

**8 Mac/March 2016**

**Objektif**
- Memberi pengiktirafan terhadap peranan dan sumbangan wanita dalam pembangunan sosio-ekonomi, kesejahteraan keluarga, masyarakat dan negara; dan
- Meningkatkatkan kesedaran masyarakat berhubung isu-isu wanita sejagat dan peranan semua pihak dalam mengarusperdanakan aspek gender dan menghapuskan sebarang diskriminasi gender agar pembangunan dan potensi wanita dapat dipertingkatkan.

**Objective**
- Recognizing the role and contribution of women in socio-economic development, welfare families, communities and countries; and
- Raise public awareness regarding global women's issues and the role of all stakeholders in gender mainstreaming and eliminating any gender discrimination to develop the potential of women.

## Sambutan Hari Wanita Kebangsaan
## National Women's Day

**25 Ogos/August 2016**

**Objektif**
- Memberikan pengiktirafan kepada wanita di atas sumbangan mereka di dalam pembangunan dan kemajuan negara;
- Memberi maklumat dan pengetahuan kepada masyarakat kumum khususnya golongan wanita tentang peranan mereka yang semakin mencabar di dalam bidang ekonomi, sosial dan politik untuk mengharumkan nama Malaysia; dan
- Mengambil kira pandangan dan harapan (intellectual feedback) serta mengarusperdanakan kesaksamaan gender dan menyebarluaskan pencapaian Dasar Wanita Negara (DWN).

**Objective**
- To acknowledge the tale of women in the development and progress of the country;
- Provide information and knowledge to the general public especially to women on their ever challenging role in country's economy, social and political field; and
- Taking into account the views and expectations of (intellectual feedback) as well as the mainstreaming of gender equality and disseminate achievements National Women Policy (NWP).

## Sambutan Hari Antarabangsa Menangani Keganasan Terhadap Wanita
## International Day for the Elimination of Violence Against Women

**25 November/November 2016**

**Objektif**
- Mewujudkan dan meningkatkan kesedaran masyarakat mengenai peri pentingnya isu ini dan peranan semua pihak dalam menghapuskan segala bentuk keganasan terhadap wanita; dan
- Meningkatkan kesedaran di kalangan golongan muda tentang keperluan untuk sama-sama menghormati dan menyokong usaha Kerajaan menangani isu keganasan atau sebarang bentuk diskriminasi terhadap wanita.

**Objective**
- Create and raise public awareness about the importance og this issue and the role of all parties to eliminate all forms of violence against women; and
- Raise awareness among young people about the need to equally respect and support Government effort to address the issue of violence or any form of discrimination against women.

## Jabatan/Agensi di Bawah KPWKM

**Department/Agency under KPWKM**

# Lembaga Penduduk dan Pembangunan Keluarga Negara (LPPKN)

**National Population and Family Development Board (LPPKN)**

# Lembaga Penduduk dan Pembangunan Keluarga Negara (LPKKN)

# National Population and Family Development Board (LPKKN)

## Program Pemerkasaan Keluarga Dan Komuniti (FACE)
## Family and Community Empowerment Program (FACE)

### Pelancaran Pemerkasaan Keluarga dan Komuniti (FACE) dan Sambutan Bulan Keluarga Kebangsaan (BKK1M) 2016
### The Launching of Family and Community Empowerment (FACE) and National Family Month Celebration (BKK1M) 2016

**31 Oktober/October 2016 | Kg. Beladin, Pusa, Sarawak**

FACE adalah program untuk mensejahterakan keluarga dengan memperkasa keluarga dan komuniti.

FACE is a program for family's wellbeing by empowering families and community.

Memperkasa mekanisme sosial dalam komuniti sedia ada sebagai 'Family Champion' berdasarkan Indeks Kesejahteraan Keluarga dengan mengenal pasti program intervensi dan meningkatkan tahap kesejahteraan keluarga

Empowering social mechanism in the community as 'Family Champion' based on Family Welfare Index by identifying intervention program and improving their level of prosperity.

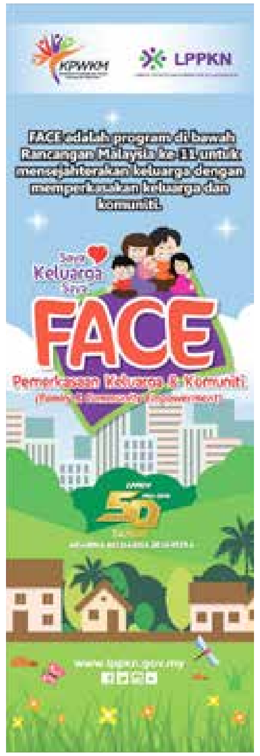
Majlis Pelancaran FACE telah dirasmikan oleh YB Dato' Sri Rohani Abdul Karim, Menteri Pembangunan Wanita, Keluarga dan Masyarakat bersempena Sambutan Bulan Keluarga Kebangsaan 1 Malaysia (BKK1M).

The launching ceremony of FACE had been officiated by YB Dato' Sri Rohani Abdul Karim, Minister of Women, Family, and Community Development in conjunction with 1Malaysia National Family Month Celebration (BKK1M).

LPPKN laksana program Face

Kajian komprehensif ibu kenal pasti keperluan setempat, kesejahteraan keluarga di komuniti terpilih

Perkukuh institusi keluarga LPPKN perkenal Program Face



## Program Kekeluargaan
## Family Program

### Parenting@Work di GLC
### Parenting@Work in GLC

**Sepanjang Tahun 2016 / During Year 2016 | 15 Negeri / States**

Meningkatkan kesedaran dan pengetahuan kepada ibu bapa mengenai pentingnya mengimbangi peranan sebagai ibu bapa dan pekerja.

Spreading awareness and knowledge to parents on the importance of the balance between the role of a parent and an employee.

Memberi kemahiran serta panduan cara gaya keibubapaan untuk menghadapi cabaran keluarga di setiap kitaran hidup keluarga (*family life cycle*).

Teaching skills and providing guidance on parenting to face challenges in every family life cycle.

## Jamboree Kebangsaan Sahabat Kafe@TEEN 2016
## National Jamboree Sahabat Kafe@TEEN 2016

**Sepanjang Tahun 2016 / During Year 2016 | 15 Negeri / States**

Membentuk remaja berdaya tahan (resilience), berkemahiran bagi mengurus perkembangan diri fizikal dan seksual secara matang.

Shaping teenagers to be resilient, skilful to manage maturely physical and sexual development.

Mengenali potensi diri remaja melalui aktiviti latihan kepimpinan dan budaya kesukarelaan yang tinggi sebagai pembimbing rakan sebaya. (Peers Advocators).

Identifying teenagers' self-potential through leadership training activity and high volunteering culture as Peers Advocators.





Menyediakan pentas remaja (sahabat kafe@TEEN) menjalani aktiviti sosial yang sihat kearah percambahan idea dalam merancang, melaksana dan menyediakan program yang kreatif di Pusat kafe@TEEN.

Setting a stage for teenagers to do healthy social activity towards branching of ideas in planning, executing and preparation for a creative program in Pusat Kafe@TEEN

# *MamaCare*
# MamaCare

## Transformasi *MamaCare*
## MamaCare Transformation

**29 Mac/March 2016 | PICC Putrajaya**

Untuk meningkatkan kesejahteraan wanita dan keluarga melalui pemerkasaan ekonomi wanita

Raising prosperity of women and family through enhancement of women's economy.

Melatih wanita warga emas dan ibu tunggal terutama daripada kumpulan *Low Income Household* (LIH) menjana pendapatan keluarga melalui Perkhidmatan Penjagaan Holistik Ibu Selepas Bersalin secara tradisional dan moden.

Training elderly women and single mothers especially from the Low Income Household (LIH) group to generate family income through traditional and modern Holistic Nursing Care Services.

Aplikasi *Mamacare.My* dibangunkan dan Rebranding *Uniform Mamacare*.

Mamacare.my application build and Rebranding Uniform MamaCare.

## Perkongsian Ilmu MamaCare Di Universiti Oxford
## MamaCare Knowledge Sharing at University of Oxford

**19 - 20 Mei/May 2016 | Blavatnik School of Government, Universiti Oxford**

Program MamaCare sebagai satu projek inovasi sosial telah terpilih untuk dibentang di Challenges of Government Conference 2016, University Oxford.

591 pengamal MamaCare berjaya dilatih, 77% pengamal MamaCare menunjukkan peningkatan sebanyak sekali ganda daripada pendapatan asal dan daripada 77 orang pengamal MamaCare yang merupakan penerima bantuan JKM, sebanyak 17.1% telah keluar daripada aras kemiskinan.

MamaCare Program as a social innovation project had been chosen to be presented in Challenges of Government Conference 2016, University Oxford.

591 practitioners of MamaCare were successfully trained, 77% of MamaCare practitioners shows improvement as much as 1 fold from original income and from 77 practitioners of MamaCare were receivers of assistance from JKM, as many as 17.1% had rose out of poverty.

## *MamaCare On The Go*
## MamaCare On The Go

**1 Julai/July 2016 | PICC Putrajaya**

Majlis Pelancaran Perkhidmatan Mobil MamaCare iaitu MamaCare On The Go bagi memperluaskan perkhidmatan MamaCare di luar bandar dan pedalaman.

Launching event for MamaCare Mobile Service or MamaCare On The Go to widen the MamaCare service to the rural and inland.

## *Spa MamaCare*
## Spa MamaCare

**1 Julai/July 2016 | PICC Putrajaya**

Majlis Perasmian SPA MamaCare Pertama yang telah dirasmikan oleh YBhg. Ketua Pengarah LPPKN

Launching ceremony of MamaCare SPA officiated by YBhg. Ketua Pengarah LPPKN

# Penyelidikan
# Research

## Majlis Pelancaran Laporan Penemuan Utama Kajian Penduduk Dan Keluarga Malaysia Ke-5 (KPKM-5)
## Launching Ceremony of the Report on the Main Finding in the 5th Malaysian's Community And Family Research

**23 Februari/February 2016 | Hotel Shangri-La, Putrajaya**

Majlis Pelancaran dan Pembentangan Laporan Penemuan Utama Kajian Penduduk dan Keluarga Malaysia Ke Lima (KPKM-5) telah dirasmikan oleh YB. Datin Paduka Chew Mei Fun, Timbalan Menteri Pembangunan Wanita, Keluarga dan Masyarakat.

Launching Ceremony and Presentation of The Report on the Main Finding in the 5th Malaysian's Community and Family Research (KPKM-5) had been officiated by YB. Datin Paduka Chew Mei Fun, Deputy Minister of Women, Family and Community Development.

Tiga (3) pembentangan kertas kajian iaitu:
- Nuptualiti, Kesuburan dan Penggunaan Perancang Keluarga
- Keluarga dan Isu Sosial
- Pengenalan Kajian Penduduk dan Keluarga Malaysia Ke-5

Three (3) Presentation on research papers which are:
- Nuptiality, Fertility and Family Planning
- Family and social Issue
- Introduction to the 5th Malaysian's Family and Community Research

## Persidangan Kebangsaan Mengenai Kependudukan Dan Matlamat Pembangunan Lestari 2016
## National Conference on Population and Goals Of Sustainable Development 2016

**20 Julai/July 2016 | Dewan Nur, KPWKM**

Persidangan anjuran bersama LPPKN, Universiti Malaya (UM) dan United Nations Population Funds (UNFPA) dilaksanakan bersempena Hari Penduduk Sedunia 2016.

Satu ucaptama disampaikan oleh UNFPA dan sebanyak 8 kertas kerja dibentangkan oleh wakil daripada DOSM, KKM, KPWKM, KPT, ISIS, UM, Digi dan Persatuan Perlindungan Alam Sekitar Malaysia.

The collaborated conference with LPPKN, Universiti Malaya (UM) and United Nations Population Funds (UNFPA) implemented in conjunction with World Population Day 2016.

A speech was delivered by UNFPA and as many as 8 paper works was presented by representatives from DOSM, KKM, KPWKM, KPT, ISIS, UM, Digi and Environmental Protection Association Malaysia.

## Kajian Faktor Risiko Dan Pelindung Terhadap Kesihatan Seksual Dan Reproduktif Remaja Di Sabah Dan Sarawak
## Research on Risk Factor and Protection on Teenagers' Sexual and Reproductive Health in Sabah And Sarawak

**9 September/September 2016 | Dewan Nur, KPWKM**

Salah satu langkah menangani masalah salah laku seks di kalangan remaja.

One of the steps to battle problems regarding sexual mischief among teenagers.

# Kolaborasi Strategik
# Strategic Collaboration

## Seminar Kebangsaan Wasatiyyah : Institusi Keluarga Dalam Mendepani Cabaran Dunia
## National Wasatiyyah Seminar: Family Institution In Facing Global Challenges

**6 September/September 2016 | Dewan Nur, KPWKM**

Meningkatkan kesedaran akan kepentingan Penghayatan Pendekatan Wasatiyyah dalam kalangan keluarga di Malaysia khususnya remaja yang baru berumahtangga.

Raising awareness on the importance of Appreciation of Wasatiyyah Approach in Families in Malaysia especially newly-wed teenagers.

Mengupayakan institusi kekeluargaan pada hari ini dengan semangat kerukunan dalam rumah tangga dan menjadi ikon dalam pembentukan masyarakat yang harmoni.

Striving family institution today with the household spirit of harmony and being an icon in shaping a peaceful community.





Memperkukuh generasi Gen Y Malaysia yang menghayati nilai-nilai Wasatiyyah sebagai rakan pembangunan negara bagi membentuk keluarga yang berkualiti

Strengthening Gen Y generation of Malaysia in appreciating the values of Wasatiyyah as an associate in developing the country to mould a quality family.

## Perjanjian Persefahaman (MOU) Dengan Persatuan *Life Line*
## Memorandum of Understanding (MoU) with Life Line Association

**29 November/November 2016 | Pusat Remaja Kafe@TEEN UTC Pudu**

MoU menjurus kepada perkongsian kepakaran bidang latihan kejurulatihan, pelaksanaan program, perkhidmatan kekeluargaan dan kemasyarakatan serta perkongsian data, penyelidikan dan bahan penerbitan.

MoU towards sharing specialty in training field of coaching, implementation of program, family and community service as well as sharing of data, research and publishing material.

# Komitmen Antarabangsa
# International Commitment

## Penyertaan LPPKN Sebagai Ahli *High Advisory Board Kepada UNION Of NGOS In The Islamic World* (UNIW-IDSB), Istanbul Turki
## Participation Of LPPKN as a Member Of High Advisory board to UNION Of NGOS In The Islamic World (UNIW-IDSB), Istanbul Turkey

**4 - 6 April/April 2016 | The Family Charter International Conference, Istanbul, Turki**

Menghasilkan piagam keluarga antarabangsa berdasarkan nilai dan perspektif Negara-Negara Islam.

Producing international family charter based on values and perspective of Islamic countries.

## *The 49Th Session Of The Commission On Population And Development*
## The 49Th Session Of The Commission On Population And Development

**11 - 15 April/April 2016 | New York, Amerika Syarikat**

Tumpuan persidangan untuk membincangkan isu-isu berkaitan kependudukan dan pembangunan iaitu untuk membincangkan tentang kepentingan menyediakan maklumat atau data demografi yang boleh dipercayai, mudah diakses dan tepat pada masanya untuk menilai pencapaian matlamat yang ditetapkan dalam Sustainable Development Goals (SDG's).

The focus of this conference is to discuss issues regarding population and development which is to discuss on the importance of preparing information and demographic data that is reliable, easily accessible and with accurate timing to assess development goals that had been stated in Sustainable Development Goals (SDG's).





Jaringan kerjasama antarabangsa delegasi Malaysia berkesempatan bermesyuarat bersama pihak International Federation on Family Development (IFFD) bagi membincangkan kerjasama yang boleh dilaksanakan antara dua pihak dari segi perkongsian ilmu, penyelidikan dan pembangunan modal insan dalam hal berkaitan isu kekeluargaan.

Network of partnership of Malaysian's international delegates was having the chance to have a meeting with the International Federation on Family Development (IFFD) to discuss an alliance that can be implemented between two parties in the aspect of sharing knowledge, research and human capital development in issues regarding families.

## *East Asia Ministerial Forum On Families And Gender Equality (EAMFFGE)*
## East Asia Ministerial Forum On Families And Gender Equality (EAMFFGE)

**21 - 23 Disember/December 2016 | Bangkok, Thailand**

Tumpuan forum untuk membincang dan berkongsi pengalaman bagi mencapai matlamat yang ditetapkan dalam *Sustainable Development Goals* (SDG's) berdasarkan Dasar Keluarga dan kesaksamaan gender.

The focus of the forum was to confer and share experiences in reaching the objective that had been set in Sustainable Development Goals (SDG's) Based on Family Values and gender equality.

# 50 Tahun LPPKN
# LPPKN 50 Years Anniversary

## Aktiviti Sambutan 50 Tahun LPPKN
## 50th Anniversary Celebration of LPPKN Activity

**1 Mac/March 2016 | Countdown 100 Hari di Lobi Ibu Pejabat LPPKN**

**10 Jun/June 2016 | Pelancaran Galeri dan Time Tunnel 50 Tahun LPPKN**

# Jabatan/Agensi di Bawah KPWKM
## Department/Agency under KPWKM

# Institut Sosial Malaysia (ISM)
## Social Institute of Malaysia (ISM)

# Institut Sosial Malaysia (ISM)

## Social Institute of Malaysia (ISM)

### Penubuhan TASKA ISM (Taska Tempat Kerja)
### Development of TASKA ISM (Workplace Nursery)

Perkembangan awal kanak-kanak yang bermula dari umur lahir sehingga 6 tahun merupakan tahap perkembangan terpenting dalam membentuk modal insan yang berkualiti. Kanak-kanak berpeluang membesar dengan menerima perkembangan menyeluruh (total development for children) dari segi kognitif, bahasa, sosio emosi dan fizikal serta sahsiah diri pada tahap optimum sekiranya mereka diberi rangsangan, asuhan dan sokongan yang bersesuaian dengan peringkat umur kanak-kanak.

ISM telah mengambil inisiatif untuk menubuhkan TASKA di Tempat Kerja. Inisiatif ini terhasil daripada permintaan oleh para peserta kursus di ISM terutamanya peserta wanita yang memerlukan penjagaan anak mereka semasa mereka menghadiri kursus.

TASKA ISM telah dirasmikan oleh YB. Dato Seri' Rohani Abdul Karim, Menteri Pembangunan Wanita, Keluarga dan Masyarakat pada 2 Ogos 2016.

Hasil penubuhan TASKA yang telah beroperasi pada 3 Jun 2016 ini telah memberi impak kepada ISM dimana TASKA ISM disasarkan menjadi model TASKA Tempat Kerja Awam yang boleh dicontohi oleh majikan sama ada jabatan kerajaan dan pihak swasta lain, terutama dari segi profesionalisme pengasuh dan pengisian programnya.

Children's early development starting from birth to 6 years old is the most crucial developmental period in shaping a human capital of quality. Children will be able to grow upon receiving total development on the cognitive, lingual, social emotional and physical as well as personality aspect in the optimum level if they were given encouragement, care and support that is compatible with the age of the children.

ISM has taken the initiative to set up Workplace Nursery. This initiative resulted from demand by ISM participants especially women participants who needed their childcare while they attended the course.

TASKA ISM had been officiated by YB. Dato Seri' Rohani Abdul Karim, Minister of Women, Family And Community development on 2nd of August 2016.

The results of the TASKA establishment that had been operating since 3rd June 2016 had given positive impact to ISM whereas TASKA ISM was targeted to be a model to Public Workplace Nursery that can be an example for other employers be it from the government or a private institution especially from their professionalism and the content.

## Seminar Keselamatan Kanak-Kanak 2016: *Always Beware and Be Aware (ABBA) 2016*
## Seminar On Child Safety 2016: Always Beware and Be Aware (ABBA) 2016

Kementerian Pembangunan Wanita, keluarga dan Masyarakat (KPWKM) memandang serius berhubung dengan jenayah siber yang melibatkan kanak-kanak. Memandangkan betapa pentingnya satu panduan pengawasan terhadap ancaman dunia siber, KPWKM telah mewujudkan Pelan Tindakan Perlindungan Kanak-kanak Dalam Dunia Siber yang bertujuan untuk memastikan setiap kanak-kanak mendapat perlindungan daripada ancaman siber. Pelan tindakan ini adalah selaras dengan falsafah Konvensyen Mengenai Hak Kanak-kanak (CRC) dan Akta Kanak-kanak 2001 yang juga menekankan prinsip perlindungan kepada kanak-kanak demi kepentingan terbaik mereka.

Bagi mencapai objektif-objektif di atas, dua puluh (20) strategi dirangka berasaskan empat aspek utama iaitu advokasi, pencegahan, intervensi dan khidmat sokongan. Pelan tindakan ini akan dilaksanakan dalam tempoh 2015 hingga 2020.

The Ministry of Women, Family and Community Development (KPWKM) looks seriously in relation to cyber-crime involving children. Given the importance of a surveillance over the threat of cyberspace, the KPWKM has established a Cyberspace Child Protection Action Plan aimed at ensuring that every child is protected from cyber threats. This action plan is in line with the philosophy of the Convention on the Rights of the Child (CRC) and the Child Act 2001 which also emphasizes the principle of protection for children in their best interests.

To achieve the objectives listed above, twenty (20) strategies were constructed based on 4 main aspects which are advocate, prevention, intervention, and support service. This act will be executed in the period of 2015 until 2020.

Bagi menjayakan plan tindakan ini ISM telah melah menganjurkan Seminar KESELAMATAN KANAK-KANAK 2016: ALWAYS BEWARE AND BE AWARE (ABBA) yang telah dirasmikan oleh YB Senator Datin Paduka Chew Mei Fun, Timbalan Menteri Pembangunan Wanita, Keluarga dan Masyarakat pada 20 September 2016 bertempat di Institut Sosial Malaysia (ISM).

To ensure this plan works out, ISM held a Children's Safety 2016 Seminar: ALWAYS BEWARE AND BE AWARE (ABBA) which was officiated by YB Senator Datin Paduka Chew Mei Fun, Deputy Women, Family and Community Development Minister that took place on 20th September 2016 at Social Institute of Malaysia (ISM).

## Program Pendampingan (*Outreach*) Sukarelawan Jiwa Malaysia, Pusa Sarawak
## JIWA Malaysia Outreach Volunteering Program Malaysia, Pusa Sarawak

ISM telah memperkenalkan 3 peringkat kursus mengenai kesukarelawanan iaitu Modul Asas, Modul Pertengahan, Modul Lanjutan dan juga Modul Kejurulatihan (TOT) Sukarelawan Jiwa 1Malaysia.

Kesemua 4 modul ini dibangunkan oleh ISM dengan kerjasama Universiti Putra Malaysia. Dengan adanya modul-modul latihan tersebut, ISM dapat memberi latihan kepada sukarelawan dengan yang lebih sistematik, berstruktur dan komprehensif bagi melengkapkan setiap sukarelawan dengan ilmu

ISM had introduced a three level course regarding volunteerism which are Basic Module, Intermediate Module, Advanced Module and Coaching Module for 1Malaysia JIWA Volunteers.

All 4 modules are constructed by ISM with the cooperation with Universiti Putra Malaysia. With the modules, ISM could provide a more systematic, structured, and comprehensive training to equip each and every one of the volunteers with relevant and updated knowledge.

pengetahuan yang relevan dan semasa. Program-program latihan kesukarelawanan anjuran ISM juga turut diperluaskan lagi kumpulan sasarannya dengan melibatkan penyertaan lebih ramai sukarelawan daripada pelbagai agensi Kerajaan, pertubuhan bukan Kerajaan (NGO) dan persatuan-persatuan yang berkaitan. Ini termasuklah sukarelawan di bawah agensi-agensi Kementerian sendiri seperti Sukarelawan Kebajikan JKM, PERWANI dan juga sukarelawan di bawah iM4U serta Yayasan Siswa.

Bermula dari tahun 2010 sehingga Disember 2016, sebanyak 1150 orang sukarelawan telah menyertai bengkel asas, 230 orang menyertai bengkel Kejurulatihan (TOT) manakala sebanyak 11, 215 orang sukarelawan menyertai program outreach. Jumlah keseluruhan sebanyak 12, 595 orang ini telah didaftarkan di dalam pangkalan data sukarelawan di ISM.

The volunteer training program organized by ISM also expanded its target group by involving more volunteer participation from various Government agencies, non-governmental organizations (NGOs) and related associations.These include volunteers under the Ministry's own agencies such as JKM Welfare Volunteers, PERWANI and volunteers under iM4U as well as Student Foundation.

Starting from the year 2010 until December 2016, as many as 1150 volunteers participated in the basic workshop, 230 volunteers participated in TOT whereas 11,215 volunteers took part in the outreach program. The overall amount of 12,595 participants had been registered in the database for the volunteers at ISM.

## Program Pendampingan (Outreach) Sukarelawan Jiwa Malaysia, Negeri Pahang
## JIWA Malaysia Volunteer Outreach Program in Pahang

Kesemua 4 modul ini dibangunkan oleh ISM dengan kerjasama Universiti Putra Malaysia. Dengan adanya modul-modul latihan tersebut, ISM dapat memberi latihan kepada sukarelawan dengan yang lebih sistematik, berstruktur dan komprehensif bagi melengkapkan setiap sukarelawan dengan ilmu pengetahuan yang relevan dan semasa. Program-program latihan kesukarelawanan anjuran ISM juga turut diperluaskan lagi kumpulan sasarannya dengan melibatkan penyertaan lebih ramai sukarelawan daripada pelbagai agensi Kerajaan, pertubuhan bukan Kerajaan (NGO) dan persatuan-persatuan yang berkaitan. Ini termasuklah sukarelawan di

All 4 modules are constructed by ISM with the cooperation with Universiti Putra Malaysia. With the modules, ISM could provide a more systematic, structured, and comprehensive training to equip each and every one of the volunteers with relevant and updated knowledge. Volunteering programs held by ISM are expanding its target group by accepting more participations of volunteers from various government agencies, NGOs and related society club. This includes volunteers under governmental agencies themselves like Charity Volunteers of JKM, PERWANI, volunteers IM4U and Student Foundation.

bawah agensi-agensi Kementerian sendiri seperti Sukarelawan Kebajikan JKM, PERWANI dan juga sukarelawan di bawah iM4U serta Yayasan Siswa.

Bermula dari tahun 2010 sehingga Disember 2016, sebanyak 1150 orang sukarelawan telah menyertai bengkel asas, 230 orang menyertai bengkel Kejurulatihan (TOT) manakala sebanyak 11, 215 orang sukarelawan menyertai program outreach. Jumlah keseluruhan sebanyak 12, 595 orang ini telah didaftarkan di dalam pangkalan data sukarelawan di ISM.

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## Bengkel Para Kaunselor dan Bengkel Asas Kaunseling
## Counselor Workshop and Basic Counseling Workshop

Bengkel Para Kaunselor telah dilaksanakan sebanyak 1 siri dan Bengkel Asas kaunseling sebanyak 5 siri. Bengkel ini telah di adakan di Institut Sosial Malaysia, negeri Johor, Selangor dan Sabah. Para peserta yang hadir adalah dari pelbagai Jabatan Kerajaan seperti Jabatan Kebajikan Masyarakat, Jabatan Pembangunan Wanita, Jabatan Penjara Malaysia,

Workshops for Counselors had been held once and Basic Workshop for counseling had been held for five series. The workshops was conducted at ISM in Johor, Selangor and Sabah. The participants were from various departments like JKM, Women Development department, Jail Department of Malaysia, Education Department, PDRM, Community

Jabatan Pendidikan, Kementerian Kesihatan, Polis Diraja Malaysia (PDRM), Kolej Komuniti, Institusi Pengajian Tinggi, pertubuhan bukan kerajaan (NGO), sukarelawan, PERWANI, individu dan masyarakat setempat.

**Objektif Bengkel Asas Kaunseling:**

- Memberikan pendedahan dan kemahiran kepada peserta berkenaan kaunseling asas terutamanya memahami prinsip dan etika kaunseling.
- Meningkatkan pengetahuan dan kemahiran asas dalam kaunseling.

Colleges, Higher Education Institution, NGOs, volunteers, PERWANI, individuals and local citizens.

**Basic Counseling Workshop Objectives:**

- Provides exposure and skills for participants regarding basic counseling especially understanding principles and ethics of counseling.
- Increase knowledge and basic skills in counseling.

**Objektif Bengkel Para Kaunselor:**

- Memberi pendedahan dan kecekapan kepada peserta dalam memahami konsep asas menolong, perkembangan manusia, dan pengetahuan dalam kaunseling;
- Memahami isu kepelbagaian budaya dalam profession menolong;
- Melaksanakan bantuan awal psikologikal dan kerja kelompok;
- Menyampaikan kemahiran khusus tentang teknik dan asas-asas kaunseling kepada peserta; dan
- Memberi latihan kemahiran kaunseling kepada peserta berasaskan teori dan praktikal.

**Workshop for Counselors Objectives:**

- Provides exposure and efficiency in understanding the basic concept in helping, human development, and knowledge in counseling;
- Understanding the culture diversity in helping profession;
- Implementing early psychological aid and teamwork;
- Delivering specific skills about the techniques and the fundamentals of counseling to participants; and
- Provides counseling training for the participants in theoretical and practical ways.

## *International Conference On Social Innovation 2016*
International Conference On Social Innovation 2016

Persidangan berperingkat antarabangsa ini adalah anjuran bersama oleh Intitut Sosial Malaysia (ISM) dengan Pusat Pencetus Bakat dan Latihan Industri (CITra) Universiti Malaysia. Program ini merupakan

This international level conference was a collaboration between Social Institute of Malaysia (ISM) and Centre for the Initiation of Talent and Industrial Training (CITra) University of Malaya. This

inisiatif ISM untuk melebarkan sayap ke peringkat antarabangsa dengan menjalinkan kerjasama dengan universiti awam tempatan. Program berbentuk persidangan ini bertujuan menggalakkan perkongsian ilmu dan percambahan minda dalam pelbagai bidang berkaitan sosial, termasuklah pembangunan sosial, komuniti, sukarelawan serta kerja sosial.

program is an initiative from ISM to expand its wings to international level by collaborating with local university. This conference-like program aims to encourage sharing of knowledge and mind expansion in various field involving social development, community, volunteerism, and social work.

## Kajian Aplikasi Pemetaan Jenayah dalam Kalangan Juvana di Semenanjung Malaysia
## Crime Mapping Applications for Juveniles Research In Peninsular Malaysia

Kajian Aplikasi Pemetaan Jenayah dalam Kalangan Juvana di Semenanjung Malaysia Menggunakan Sistem Maklumat Geografi telah dijalankan dengan kerjasama penyelidik daripada Universiti Teknologi Malaysia. Tujuan kajian ini adalah untuk mengaplikasikan teknologi GIS dalam pemetaan jenayah juvana bagi membantu penguatkuasaan undang-undang dan pelaksanaan Juvenile Restorative Justice/Diversion Programme melalui cadangan program pencegahan dan intervensi yang

Crime Mapping Applications for Juveniles Research In Peninsular Malaysia uses Geographical Information System (GIS) was carried out in cooperation with researchers from Universiti Teknologi Malaysia (UTM). The main objective of this research is to apply GIS technology in crime mapping for juveniles to help in law enforcement and implementing Juvenile Restorative Justice/Diversion Program through prevention program and a holistic intervention. The research methodologies used were research design,





holistik. Metodologi kajian yang digunakan adalah rekabentuk kajian, pengumpulan data, dan analisis data. Rekabentuk kajian GIS menggunakan kaedah kuantitatif berdasarkan data yang diperolehi daripada Polis Diraja Malaysia (PDRM). Kajian ini menfokus kepada dua golongan responden iaitu kanak-kanak di bawah 18 tahun dan pesalah muda yang berumur di antara 18 hingga 21 tahun. Analisis dijalankan kawasan kelabu iaitu kawasan yang terdapai suspek juvana yang tinggi, ciri infrastruktur dan fizikal yang sama. Gabungan aspek teknologi GIS dan aspek sosial mampu akan dapat menghasilkan cadangan intervensi yang menfokus kepada kawasan utama, jenis jenayah dan kumpulan umur juvana.

data collection, and data analysis. GIS research design implemented quantitative data based on data obtained from Royal Malaysian Police (PDRM). This research focused on two groups of respondents which are children under 18 years old and young offenders ranging between 18 to 21 years old. Analysis was carried out in grey area which consists high amount of juvenile suspects, infrastructure features, and similar physiques. The merge between GIS technology and social aspect is able to produce intervention proposal which focuses on main areas, type of crimes, and age group of juveniles.

## Kajian *Enabling Integration and Participation of Persons with Disabilities in the Workforce*
## Enabling Integration and Participation of Persons with Disabilities in the Workforce Research

Kajian *Enabling Integration and Participation of Persons with Disabilities in the Workforce* merupakan kajian bersama dengan penyelidik daripada Universiti Utara Malaysia. Objektif utama kajian ini adalah untuk meneroka isu-isu pekerjaan di kalangan orang kurang upaya (OKU) di Malaysia. Untuk mendedahkan isu-isu ini, input daripada majikan, penyelia dan OKU sendiri telah diterokai melalui pendekatan kualitatif menggunakan soalan separa berstruktur terbuka. Protokol temu bual telah dibangunkan berdasarkan kesusasteraan yang lalu.

Sebanyak 1,220 borang soal selidik telah diedarkan kepada OKU yang bekerja dan menganggur. Didapati 417 memenuhi kriteria penyelidikan untuk analisis selanjutnya. Bagi majikan dan penyelia, 171 organisasi telah dihubungi secara peribadi melalui telefon. Walau bagaimanapun, hanya 29 organisasi bersetuju untuk mengambil bahagian. Hasil kajian

Enabling Integration and Participation of Persons with Disabilities in the Workforce research is a joined research with researchers from Universiti Utara Malaysia. The main objective of this research is to explore employment issues among persons with disabilities (OKU) in Malaysia. To reveal the issues, inputs from employers, supervisors and OKUs themselves are analyzed through qualitative approach using half structured open ended questions. Interview protocols were constructed based on past literatures.

As many as 1,220 feedback forms were distributed to employed and unemployed OKUs. It turns out that 417 fulfilled the research criteria for the next analysis. For employers and supervisors, 171 organizations were contacted privately through phone calls. However, only 29 organizations agreed to participate. The outcomes showed that among the important issues

menunjukkan bahawa antara isu penting sekitar pekerjaan kepada OKU dalam tenaga kerja adalah berkaitan dengan kekurangan peluang pekerjaan, persepsi negatif daripada majikan dan masyarakat, isu-isu akses, dan sifat-sifat peribadi OKU sendiri.

regarding OKU employment in workforce is less job opportunity, negative perceptions from employers and society, access issues, and personal characteristics of OKUs themselves.

## *ISM Ministerial Dialogue* (ISMiD) : Wawasan Baharu Ke Arah Penjanaan Pembangunan Masyarakat Sejahtera
## ISM Ministerial Dialogue

Program ISM Ministerial Dialogue atau ISMiD yang bertemakan Wawasan Baharu Ke Arah Penjanaan Pembangunan Masyarakat Sejahtera dapat memberikan kefahaman dan meningkatkan kesedaran serta tanggungjawab masyarakat dalam berhadapan dengan isu sosial yang semakin mencabar. Program ini juga akan dapat mengukuhkan imej ISM sebagai Pusat Kecemerlangan dalam bidang sosial dan pembangunan sosial menerusi perkongsian ilmu dan jaringan dalam bidang sosial selari dengan ekspektasi pemegang kepentingan dan pelanggan/kumpulan sasar KPWKM. Dalam masa sama, kerajaan terutamanya KPWKM mendapat input-input terkini

ISM Ministerial Dialogue Program or ISMD carrying the theme New Insight Towards Generating A Prosperous Community in giving an understanding and raising awareness as well as responsibility of the community in facing challenging social issues. This program also strengthen ISM image as the Centre Of Excellence in the social field and social development via sharing of knowledge and networking in the social field parallel to expectations of stakeholders and target groups of KPWKM. Simultaneously, government especially KPWKM received current inputs in framing policies, guidelines and regulations towards upbringing people and the nation into a betterment in social aspect.





dalam merangka dasar, polisi, garis panduan dan peraturan ke arah membangunkan rakyat dan negara yang lebih baik lagi dari sudut sosial.

## Menteri Mentor UPM
## Mentor Mentee Program

Program Menteri Mentor memberi ruang untuk meningkatkan perhubungan dan kerjasama antara KPWKM dan pihak UPM. Dalam hubungan ini, ia merupakan peluang kepada KPWKM dan agensi-agensinya untuk menggalakkan perkongsian ilmu dan percambahan minda dalam isu-isu berkaitan perkhidmatan KPWKM yang berkait rapat dengan mahasiswa/siswi dan warga UPM khasnya. Program ini memberi peluang kepada mahasiswa/siswi dan warga kampus untuk mendapat gambaran lebih jelas berkaitan isu-isu sosial dan inisiatif-inisiatif yang diambil oleh KPWKM.

Mentor Mentee Program opens the door to increase the relationship and teamwork between KPWKM and UPM. In this relationship, it is an opportunity for KPWKM and its agencies to inspire the sharing of knowledge and branching of minds in issues related to the services of KPWKM that involves students and especially of UPM society. The program provides the students and campus society to have the accurate depiction relating to social issues and initiatives taken by KPWKM.

# Jabatan/Agensi di Bawah KPWKM

**Department/Agency under KPWKM**

# Institut Pengupayaan Wanita Bagi Negara-Negara Berkecuali NAM (NIEW)

**NAM Institute for the Empowerment of Women (NIEW)**

# Institut Pengupayaan Wanita Bagi Negara-Negara Berkecuali NAM (NIEW)

## NAM Institute for the Empowerment of Women (NIEW)

### *Gender and Communication Synergy in Leadership*
Gender and Communication Synergy in Leadership

**17 - 19 Mei/May 2016**

Kursus ini merupakan pendedahan awal kepada para peserta mengenai aspek kepimpinan dan untuk menguruskan cabaran komunikasi berdasarkan gender di tempat kerja.

This course exposed participants to the aspects of leadership and to manage the challenges of gender based communication at work place.

Selain itu, kursus ini memberi pemahaman yang lebih baik mengenai keberkesanan komunikasi antara lelaki dan wanita melalui gaya kepimpinan yang berbeza.

This course also provides better understanding on the effectiveness of communication between men and women through different leadership styles.

### *Training Workshop on Technopreneurship for women in Science, Technology and Innovation*
Training Workshop on Technopreneurship for women in Science, Technology and Innovation

**5 - 9 September/September 2016**

Bengkel ini bertujuan bagi mendedahkan para peserta dengan pengalaman dan pembelajaran mengenai cara mengkomersialkan ciptaan, teknologi atau paten dan mengetahui proses membangunkan pelan peniagaan

This workshop exposed participants to the experience and the learning process on the commercialization of inventions, the technologies involved in it as well as on the aspects of patent.





### *Certified Information Security Awareness Managers (CISAM) Bootcamp*
Certified Information Security Awareness Managers (CISAM) Bootcamp

**26 - 29 September/September 2016**

Bengkel ini merupakan lanjutan dari *Course On Cyber Safety & Information Security* tahun 2015.

This workshop is the advancement from the Course on Cyber Safety and Information Security in 2015.

Bengkel menyedia pengetahuan dan kefahaman mengenai cara-cara mengenal pasti tahap kesedaran keselamatan siber/maklumat di organisasi.

This workshop provides knowledge and understanding on identifying the organization's awareness and competence level on cyber safety and information security

Para peserta akan diberikan sijil CISAM sekiranya lulus/berjaya peperiksaan *online* yang dikendalikan pada terakhir bengkel.

Participants are given and awarded with certification that will carry the title CISAM upon passing the online examination conducted on the last day of the workshop

### *Training Workshop on Empowering Women Entrepreneurs in Agri-food Business through Tropical Fruits Value Chain*
Training Workshop on Empowering Women Entrepreneurs in Agri-food Business through Tropical Fruits Value Chain

**29 November/October - 2 Disember/December 2016**

Bengkel ini memberikan pendedahan dan pengetahuan serta kemahiran berasaskan teknik hands-on dalam pembuatan produk makanan berasaskan buah-buahan tropika.

This workshop is focused on equipping participants with hands-on experience of selected food processing.

Peserta juga diberi peluang untuk melawat pusat pemprosesan makanan dan pusat ekspo MAHA 2016.

Participants are given the opportunity to visit food processing centres and also the biennial MAHA 2016 Expo.

Selain itu, peserta bengkel juga didedahkan dengan pelan perniagaan, penyediaan akaun,costing, dan belanjawan dan kaedah pemasaran dengan menggunakan *Internet of Things* (IoT).

The participants of the workshop are also exposed to the business plan, account keeping, costing, budget and marketing tools using the Internet of Things (IoT).

## *The Great Royal Gender Debate 2016*
## The Great Royal Gender Debate 2016

**18 - 21 November/October 2016**

Pertandingan debat ini merupakan salah sebuah program tahunan yang dianjurkan sejak dari tahun 2011 oleh Kementerian Pembangunan Wanita, Keluarga dan Masyarakat melalui *NAM Institute for the Empowerment of Women* (NIEW).

This debate competition has been held annually since 2011 by the Ministry of Women, Family and Community Development through NAM Institute for the Empowerment of Women (NIEW).

Objektif program ini adalah untuk mengangkat agenda dan isu-isu berkaitan gender dan meneroka kesedaran dan pemahaman belia dalam isu-isu gender.

The objectives of this program is to highlight the agenda and issue relating to gender and to explore the awareness and understanding of youth on gender issues.

## *Talk On Cyber Safety and Information Security 2016*
## Talk On Cyber Safety and Information Security 2016

**18 - 21 November/October 2016**

Objektif ceramah ini adalah untuk memberi kesedaran dan pengetahuan berkenaan keselamatan siber dan keselamatan maklumat dan memberi kesedaran serta pengetahuan mengenai hak dan cara membuat aduan sekiranya mereka terdedah kepada ancaman siber.

The objective of this talk is to provide awareness and education regarding cyber safety and information security and to provide information regarding the rights of cyber users and the channel to complain when exposed with cyber threats.

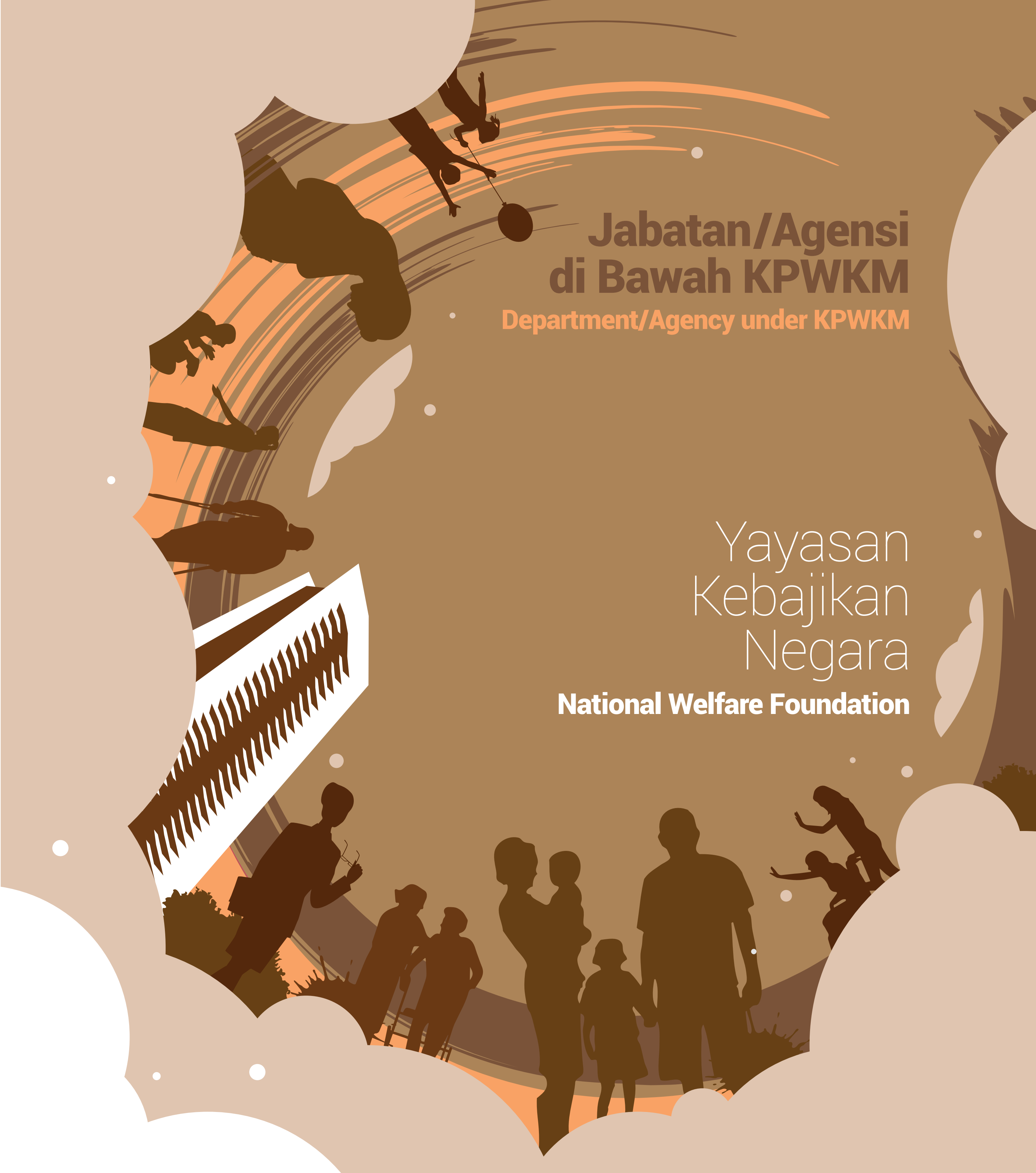
Sesi pertama ceramah telah meningkatkan kesedaran dan pengetahuan peserta mengenai isu teknologi dan sosial yang dihadapi oleh pengguna Internet, terutamanya risiko penggunaan atas talian yang melibatkan jenayah siber terkini.

The first session of talk has raised participants' awareness and knowledge on the technological and social issues faced by the Internet users, particularly on the online risks, which involves the latest cyber-crime techniques.

Sesi kedua ceramah telah menekankan kepentingan keberkesanan keibubapaan dalam dunia siber terutamanya untuk memantau akses dan tingkah laku anak dalam dunia siber dan mengehadkan aktiviti digital anak mengikut keadaan yang bersesuaian.

The second session of the talk highlighted on the importance of effective cyber parenting, in terms of monitoring children's online access and cyber behaviour and restricting the children's digital activity when appropriate.





# Yayasan Kebajikan Negara

## National Welfare Foundation

### Anjung Singgah YKN Ipoh, Perak

Penubuhan Anjung Singgah YKN merupakan Pusat Khidmat Bantuan Sosial bagi menangani isu gelandangan yang ditadbir oleh Yayasan Kebajikan Negara (YKN) melalui Kementerian Pembangunan Wanita, Keluarga dan Masyarakat. Dalam menangani isu gelandangan, YKN mendapat kerjasama strategik daripada pelbagai pihak yang berkaitan seperti agensi kerajaan, penguatkuasa tempatan, pertubuhan bukan kerajaan dan lain-lain. Anjung Singgah menyediakan kemudahan asas kepada gelandangan yang sihat serta produktif dan golongan ini perlu menjalani proses intervensi awal sebagai persediaan untuk berdikari.

Dalam proses intervensi ini, golongan gelandangan akan diberi kemudahan tempat penginapan untuk tempoh 1 hingga 2 minggu dalam usaha membantu mereka mencari pekerjaan serta mendapatkan tempat penginapan yang sesuai.

Anjung Singgah yang pertama ditubuhkan di Kuala Lumpur yang menjadi projek perintis kepada tertubuhnya beberapa lagi Anjung Singgah dibeberapa lokasi di seluruh negara. Tahun 2016, Anjung Singgah YKN Ipoh, Perak telah siap ditubuhkan menjadi Anjung Singgah yang kelima selepas Kuala Lumpur, Johor, Pulau Pinang dan Sarawak.

### Anjung Singgah YKN Ipoh, Perak

The establishment of Anjung Singgah YKN was a part of the Social Help Service Centre to overcome the issue of homelessness that is administered by the National Welfare Foundation (YKN) through the Department of Women, Family And Community Development. In overcoming this issue, YKN had received strategic cooperation from multiple party that is related like government agencies, local enforcer, Non-Governmental Organization (NGO) and others. Anjung Singgah serves basic necessity to the healthy and productive homeless and this group needs to undergo an early intervention process as a prep to be independent.

In this intervention process, the homeless group will be given an accommodation in the period of 1 to 2 weeks in an attempt to help them find employment as well as acquiring their own suitable accommodation.

The first Anjung Singgah was developed in Kuala Lumpur which turns into a pioneer project towards the construction of a few more Anjung Singgah in several locations throughout the country. The year 2016, Anjung Singgah YKN Ipoh, Perak had finished its construction becoming the fifth Anjung Singgah after Kuala Lumpur, Johor, Pulau Pinang and Sarawak.

**Statistik Anjung Singgah mengikut tahun operasi sehingga Disember 2016**
**Anjung Singgah statistics by operation year until December 2016**

| Tahun *Year* | Kuala Lumpur | | Sarawak | | Johor | | Pulau Pinang | |
|---|---|---|---|---|---|---|---|---|
| | Lelaki *Male* | Perempuan *Female* | Lelaki *Male* | Perempuan *Female* | Lelaki *Male* | Perempuan *Female* | Lelaki *Male* | Perempuan *Female* |
| 2011 | 309 | 57 | - | - | - | - | - | - |
| 2012 | 220 | 71 | 33 | 21 | - | - | - | - |
| 2013 | 168 | 79 | 95 | 89 | 112 | 30 | - | - |
| 2014 | 238 | 69 | 33 | 47 | 305 | 26 | 54 | 15 |
| 2015 | 257 | 98 | 41 | 42 | 275 | 61 | 90 | 23 |
| 2016 | 180 | 93 | 44 | 35 | 354 | 101 | 132 | 44 |
| **Jumlah/*Total*** | **1372** | **467** | **246** | **234** | **1046** | **218** | **276** | **82** |

| | |
|---|---|
| Anjung Singgah Kuala Lumpur | 1839 |
| Anjung Singgah Sarawak | 480 |
| Anjung Singgah Johor | 1264 |
| Anjung Singgah Pulau Pinang | 358 |

**Kementerian Pembangunan Wanita, Keluarga Dan Masyarakat**

No 55, Persiaran Perdana Presint 4,
62100 Putrajaya, MALAYSIA.

Telefon: +603 8000 8000
Faks: +603 8323 2000
Email: info@kpwkm.gov.my

www.facebook.com/kpwkm twitter.com/kpwkm

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