

CHECKLIST THE PROCESS FLOW INVOLVED IN ORGANISING CREDITED COCU STUDENTS' RELATED EVENTS/ PROGRAMMES

START

Obtain the **signatories** of the following personnel **prior to submission of the Proposal Papers to RESA, STADD for CCAP Approval.**

- 1) **Prepared by** : Secretary
- 2) **Checked by** : Program Manager/ PIC
- 3) **Verify by** : LTIFs

NOTE: Please also **include details & space for signatories in the proposal form.** Signatures will be arranged after submission of the form to RESA, STADD

- **Recommended by** : LTIFs, Officer RESA, STADD and HoD CCD
- **Approved by** : Director, STADD

Submit all the documents to RESA, STADD.

NOTE: Please Observe The Timeline for Proposal Paper Submission :

- **6 months** if the programme involves **Recommended** overseas trip
- **3 months** if the programme to be conducted outside IIUM but within Peninsular Malaysia
- **Sponsorship** not less **3 months** before the date of programme.
- **University level** not less than **21 days** before the date of programme.
- **Invitational** not less than **9 days** before the date of the programme.

CCAP Committee members discussed on the programmes to be conducted as follows:

- 1) **Proposal Paper (as per the template at CCD Website)**
- 2) **PPF Form**
 - Objectives of the programme
 - Linked to Course Outline-LTIFs
 - Identify VIPs, Speakers & invitees
 - Logistic Requirements
 - UMC representative & Protocol Requirements (if involve VIPs with rank **Minister** and above)
 - Financial Implication
 - Potential Sponsors (if any)
 - Job distributions
 - Speech preparation & proof read
 - Etc.

RESA will issue Letter of Decision within 3 Working Days (WD) to PIC

NOTE : The student/ PIC must notify of any changes Via Change of Programme Form or cancellation of the event/Programme to the affected offices, should there be any.

POST CCAP MEETING :
(If approved continue below, if not approved will inform PIC)

- 1) **PIC to check venue, availability & book the dates** of VIPs & UMC members (if applicable), followed by invitation letters.
- 2) Conduct **Profile Security Check** with OSEM (if the speaker identified to deliver the talk is not a staff of IIUM)
- 3) **Book the speaker/venue & get the price quotation for items to be purchased** (if the speaker is a celebrity, otherwise the standard rate as per e-book applies)
- 4) Draft the **Bunting & Banners** (in English. Print only after approval by STADD to avoid wastage)
- 5) List out the **sponsors'** contact details & company logos
(If required sponsorship)
- 6) List out **participating members** & their matric numbers (for programmes conducted outside IIUM i.e. Thailand etc)
- 7) Fill up the **Logistic Forms** (JV, Venue (RSD), AV (CPD), Photographer (OCAP), Event (D.Bersih), Transport (VMU))
- 8) **Additional logistic requirements** if the programme is of large scale and involve high level VIPs / Speakers (Media, Protocol, Security, Special Press Conference, Official IIUM Zoom / YouTube platform, Security, Decoration & Cleanliness, etc)

ORGANISE THE EVENT/PROGRAMME

- Director or designated Officer at STADD will sign the Approval Form and Letter.
- PIC to observe the SOP and R&R of the IIUM
- Do not conduct event/programme prior getting approval letter from STADD

POST EVENT OR PROGRAMMES

Submission of Report to RESA, STADD together with all the original receipts within 14 days after programme:

- 1) Programme Reports Form
- 2) Financial Reports Form
 - a. For reimbursement of balance of unclaimed expenses or;
 - b. To refund any unutilised advancement.

END