



# **The Official Malaysian Youth Association for Diplomacy and Policy Guide to becoming a Government recognised Conference**

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## Introduction

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The purpose of this document is to inform conference organisers about the process of getting their conference recognised by the government, more specifically by the Ministry of Education. This document describes the process and the documents required for submission, as stated by the Jabatan Pendidikan Negeri Selangor.

This document was created with the intent of encouraging conferences to seek government recognition in order to make it easier for public school students to attend conferences by removing existing barriers discouraging students from doing so, whilst providing conference organisers better access to public schools. This is in line with our long-term goal of expanding the SMK MUN Community.

MYADP recommends that conference organisers seriously consider the prospect of acquiring government recognition for their conferences, as it would contribute to the growth of the Malaysian MUN Community as a whole.



## Government Recognition

### What are the types of recognition?

As a conference organiser, you may either seek to be recognised at the District, State, or National level. To do this, you should approach the relevant government office according to the level of recognition you wish to receive, as outlined in the table below.

<b>Level</b>	<b>Relevant Government Office</b>
District level	District Education Office/ Pejabat Pendidikan Daerah (PPD)
State level	State Education Department/ Jabatan Pendidikan Negeri (JPN)
National level	Ministry of Education/ Kementerian Pendidikan Malaysia (KPM)

Choosing the level of recognition is important for two reasons. Firstly, it determines which schools you are allowed to formally invite. If you are recognised at the District level, you may only formally invite schools within your district, and so forth. Secondly, it determines the weight carried by your certificates which determines the amount of *co-curricular* or PAJSK marks a delegate from a public school would receive. For example, district-level recognition would yield district-level certificates and the corresponding number of PAJSK marks for the participating public school student, and so forth.

Hence, we recommend that major conferences seek national-level recognition to avoid issues arising from these restrictions. It should also be noted that if you wish to receive National-level approval, it is recommended that you seek State-level recognition first, and have the State Education Department assist you at the Ministerial level.



# Why should your conference have government recognition?

## **1. The ability to send out Government-backed invitations to public schools**

As a government-approved conference, you have the ability to invite selected public schools to send students to your event. This is accomplished by the relevant government office that will send out your invitations to the public schools you wish to invite, making them government-backed invitations. This lends weight to your invitation and encourages schools to more seriously consider sending students to your event, the recruitment of whom will likely be carried out by the school itself. This level of access increases the likelihood of schools responding more positively to the invitation, and thus the likelihood that they will send a delegation will be similarly increased. With this level of access, you may also be able to pitch your event directly to teachers, guide them through the registration process for their students, and more effectively respond to their queries. Overall, this means that conferences will be able to work more closely with public schools and more effectively reach out to their students.

## **2. Government-recognised Certificates and PAJSK Marks**

As MUN Conferences, your certificates already carry a lot of weight, but to public school students, it would be more valuable if the certificate is recognised by the government. This is because a government-recognised certificate allows students to receive marks for their extra-curricular activities, also known as PAJSK marks, an incentive that is otherwise not guaranteed. This can therefore create an incentive for public school students to attend MUN conferences.

## **3. Delegates are more likely to be funded**

For public school students, conference fees often play a major role in deciding whether or not to attend a conference. In some cases, high conference fees have caused students to immediately turn down the prospect of attending a MUN conference. Being qualified to receive funding from their schools allows students to remove this issue from their consideration, increasing the likelihood that they would attend MUN conferences. Being a government-recognised conference brings us as close to this as possible. While it does not guarantee funding for its delegation, it increases the chances that they will be funded, potentially removing a barrier that has discouraged students from attending MUN conferences for a long time.



# How does a conference become recognised by the government?

***Disclaimer:*** The following information was collected from the Selangor State Education Department. As such, the procedure outlined here, while similar, may not be identical to other offices at district level or in other states. If you encounter any discrepancies in the procedure, or are in need of any advice or assistance, please feel free to contact the SMK Affairs Department.

## **1. Receive approval from your institution**

The process begins at the institutions where the conference organisers are based. Organisers should receive the necessary recognition or approval from their respective institutions before reaching out to any government office. It is recommended that the request for approval is made by the institution, if applicable, and not by the organisers themselves.

## **2. Apply and submit relevant documents**

This is the part where your institution should contact the relevant government office and begin the process of requesting recognition. The contact details for each office should be available on their respective websites. Depending on the information available to your side, your institution may either contact the office by phone or by email. In both cases, stating that your team is seeking approval for an English language event involving debate and public speaking that will be open to public school students should pique their interest, and you should be directed to the appropriate department. It is recommended, at the early stages of the exchange, that your institution clarifies the approval process with the office, in case there are any differences in procedure.

As part of your request, you will be required to submit a set of documents about your event and several letters requesting permission to take certain actions. For example, to be able to collect fees from delegates, a separate letter requesting permission has to be submitted and approved by said office. Refer to the next section for details on what documents are needed. It is recommended that you contact the government office and submit your documents at least a month before your event.



### **3. Wait**

After submitting all relevant documents, you will have to wait as the relevant government office discusses this matter internally and come to a conclusion. These are reportedly some of the key criteria that organisers are required to meet:

- a. The expenses of the event are wholly borne by the organisers, and does not burden the government;
- b. The event will have a substantial impact or bring substantial benefit to students;
- c. The event does not favour any particular race, and promotes unity in diversity;
- d. The event is not physical (as per COVID-19 era regulations).

### **4. Receive a supporting letter**

Should the relevant government office agree to recognise the conference, a supporting letter stating their approval and recognition will be sent to the organisers. At this point, the conference can be considered to be recognised by the government. The organisers can either choose to proceed with their event or proceed to the next step first.

### **5. Submit invitation letters**

After receiving the supporting letter, organisers who wish to invite selected public schools to their event may submit their invitation letters to the relevant government office, which will disseminate them to those schools. This completes the process.



# What are the documents that need to be submitted?

## Key Documents

### 1. Concept Letter/Kertas Cadangan

This document should contain all the details about the event, including the event name, objective, intended impact, tentative schedule, target number of participants, event expenses, and so forth. Refer to this link for an example:

[!\[\]\(8d0f0e0fe25b320c33272c52aec1fbca\_img.jpg\) Kertas Cadangan SUMUNC 2020.pdf](#)

### 2. Surat Iringan

This letter should be attached to the Concept Letter and acts as the formal request for approval. It must be written in Malay. The letter should summarise the contents of the Concept Letter, and more specifically include the event objectives, event details, and the target audience (schools you wish to invite). Refer to this link for an example:

[!\[\]\(3cb60d42b10e53f9522bb0b392c1c4cd\_img.jpg\) Surat Iringan SUMUNC 2020.pdf](#)

## Conditional Documents

This section covers the additional documents that you would need to submit depending on the needs of your conference.

For collecting fees from delegates:

### 1. Surat Permohonan Kebenaran Kutipan Yuran

The purpose of this letter is to request permission from the relevant government office to collect fees from delegates. Refer to this link for an example:

[!\[\]\(f219cfc00b8db0cd1a81ae1fc9afaf28\_img.jpg\) Surat Kebenaran Kutipan Yuran SUMUNC 2020.pdf](#)

For inviting public schools to the conference:

### 1. Surat Jemputan Sekolah (to School Administrations)

This is the letter that will be sent out to the schools you wish to invite. Since the invitation will be disseminated by the relevant government body, you may submit this letter to said body after you have received the supporting letter. Refer to this link for an example:

[!\[\]\(8aa05b4b06c05d58ddd90cdbf335b307\_img.jpg\) Surat Jemputan Sekolah SUMUNC 2020.pdf](#)