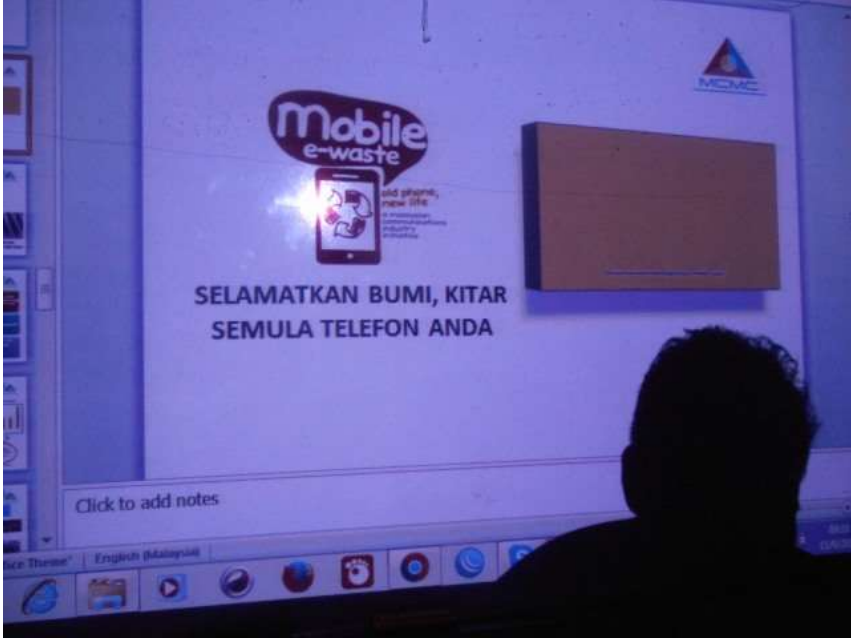



## Guide for Activity Report Panduan untuk Laporan Aktiviti

The purpose of this document is to provide a guide on the type of information required in the reports for RDD's newsletter, annual report, and other publications.

Tujuan dokumen ini adalah untuk menyediakan panduan bagi jenis maklumat yang diperlukan dalam laporan untuk bahan berita RDD, laporan tahunan, dan penerbitan lain.

| ITEM<br>JENIS  | INFORMATION<br>MAKLUMAT   | NOTES<br>NOTA  |                                |                |    |                                 |                |    |                                    |                |    |                                  |                |    |                            |                |    |                          |                |    |                           |                |    |                              |                |  |
|--|---|----------------|--------------------------------|----------------|----|---------------------------------|----------------|----|------------------------------------|----------------|----|----------------------------------|----------------|----|----------------------------|----------------|----|--------------------------|----------------|----|---------------------------|----------------|----|------------------------------|----------------|--|
| <b>Name of event<br/>Nama acara /<br/>program</b>                                | ADVOKASI (MOBILE E-WASTE)   |                |                                |                |    |                                 |                |    |                                    |                |    |                                  |                |    |                            |                |    |                          |                |    |                           |                |    |                              |                |  |
| <b>Date &amp; Time<br/>Tarikh &amp; Masa</b>                                     | 10.06.2017 pada jam 11.00 pagi hingga 12.00 tengahari   |                |                                |                |    |                                 |                |    |                                    |                |    |                                  |                |    |                            |                |    |                          |                |    |                           |                |    |                              |                |  |
| <b>Location<br/>Lokasi</b>   | PI1M Felda Palong 2, Gemas, Negeri Sembilan   |                |                                |                |    |                                 |                |    |                                    |                |    |                                  |                |    |                            |                |    |                          |                |    |                           |                |    |                              |                |  |
| <b>Purpose<br/>Tujuan</b>  | Program ini adalah sambungan program sebelumnya. Pada kali ini para pelajar akan diberikan pendedahan mengenai cara melupuskan peralatan elektronik terutamanya telefon bimbit dengan betul. Tujuan pelupusan ini adalah bagi mengelakkan daripada berlakunya pencemaran alam sekitar.  |                |                                |                |    |                                 |                |    |                                    |                |    |                                  |                |    |                            |                |    |                          |                |    |                           |                |    |                              |                |  |
| <b>Details of recipients<br/>Butiran<br/>Penerima</b>                            | <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">Izzmuqri Haziq Bin Mohd Padely</td> <td style="text-align: center;">060504-05-0189</td> </tr> <tr> <td style="text-align: center;">2.</td> <td style="text-align: center;">Muhammad Ammar Zafran Bin Saari</td> <td style="text-align: center;">061103-05-0577</td> </tr> <tr> <td style="text-align: center;">3.</td> <td style="text-align: center;">Muhammad Haiqal Bin Muhammad Nasri</td> <td style="text-align: center;">060130-05-0327</td> </tr> <tr> <td style="text-align: center;">4.</td> <td style="text-align: center;">Dhia Lutfil Ibad Bin Mohd Padely</td> <td style="text-align: center;">090724-05-0137</td> </tr> <tr> <td style="text-align: center;">5.</td> <td style="text-align: center;">Muhammad Rejab Bin Shaiful</td> <td style="text-align: center;">070811-05-0241</td> </tr> <tr> <td style="text-align: center;">6.</td> <td style="text-align: center;">Nuraini Binti Mohd Zaidi</td> <td style="text-align: center;">100323-05-0036</td> </tr> <tr> <td style="text-align: center;">7.</td> <td style="text-align: center;">Muhammad Imran Bin Rosman</td> <td style="text-align: center;">090927-05-0479</td> </tr> <tr> <td style="text-align: center;">8.</td> <td style="text-align: center;">Abdul Salam Bin Mohd Kasshim</td> <td style="text-align: center;">920710-05-5105</td> </tr> </tbody> </table> | 1              | Izzmuqri Haziq Bin Mohd Padely | 060504-05-0189 | 2. | Muhammad Ammar Zafran Bin Saari | 061103-05-0577 | 3. | Muhammad Haiqal Bin Muhammad Nasri | 060130-05-0327 | 4. | Dhia Lutfil Ibad Bin Mohd Padely | 090724-05-0137 | 5. | Muhammad Rejab Bin Shaiful | 070811-05-0241 | 6. | Nuraini Binti Mohd Zaidi | 100323-05-0036 | 7. | Muhammad Imran Bin Rosman | 090927-05-0479 | 8. | Abdul Salam Bin Mohd Kasshim | 920710-05-5105 |  |
| 1  | Izzmuqri Haziq Bin Mohd Padely  | 060504-05-0189 |                                |                |    |                                 |                |    |                                    |                |    |                                  |                |    |                            |                |    |                          |                |    |                           |                |    |                              |                |  |
| 2.   | Muhammad Ammar Zafran Bin Saari   | 061103-05-0577 |                                |                |    |                                 |                |    |                                    |                |    |                                  |                |    |                            |                |    |                          |                |    |                           |                |    |                              |                |  |
| 3.   | Muhammad Haiqal Bin Muhammad Nasri  | 060130-05-0327 |                                |                |    |                                 |                |    |                                    |                |    |                                  |                |    |                            |                |    |                          |                |    |                           |                |    |                              |                |  |
| 4.   | Dhia Lutfil Ibad Bin Mohd Padely  | 090724-05-0137 |                                |                |    |                                 |                |    |                                    |                |    |                                  |                |    |                            |                |    |                          |                |    |                           |                |    |                              |                |  |
| 5.   | Muhammad Rejab Bin Shaiful  | 070811-05-0241 |                                |                |    |                                 |                |    |                                    |                |    |                                  |                |    |                            |                |    |                          |                |    |                           |                |    |                              |                |  |
| 6.   | Nuraini Binti Mohd Zaidi  | 100323-05-0036 |                                |                |    |                                 |                |    |                                    |                |    |                                  |                |    |                            |                |    |                          |                |    |                           |                |    |                              |                |  |
| 7.   | Muhammad Imran Bin Rosman   | 090927-05-0479 |                                |                |    |                                 |                |    |                                    |                |    |                                  |                |    |                            |                |    |                          |                |    |                           |                |    |                              |                |  |
| 8.   | Abdul Salam Bin Mohd Kasshim  | 920710-05-5105 |                                |                |    |                                 |                |    |                                    |                |    |                                  |                |    |                            |                |    |                          |                |    |                           |                |    |                              |                |  |
| <b>Details of contribution<br/>Butir-butir<br/>berkaitan<br/>dengan aktiviti</b> |   |                |                                |                |    |                                 |                |    |                                    |                |    |                                  |                |    |                            |                |    |                          |                |    |                           |                |    |                              |                |  |
| <b>Benefits of the contribution<br/>Kebaikan /<br/>kelebihan<br/>aktiviti</b>    | Pendedahan cara melupuskan peralatan elektronik melalui kaedah Mobile E-Waste   |                |                                |                |    |                                 |                |    |                                    |                |    |                                  |                |    |                            |                |    |                          |                |    |                           |                |    |                              |                |  |
| <b>Name of VIP<br/>Nama VIP</b>  | -   |                |                                |                |    |                                 |                |    |                                    |                |    |                                  |                |    |                            |                |    |                          |                |    |                           |                |    |                              |                |  |
| <b>Name of guest<br/>VIP<br/>Nama tetamu<br/>daripada VIP</b>                    | -   |                |                                |                |    |                                 |                |    |                                    |                |    |                                  |                |    |                            |                |    |                          |                |    |                           |                |    |                              |                |  |

| ITEM JENIS                                   | INFORMATION MAKLUMAT  | NOTES NOTA  |
|--|---|---|
| Main execution<br>Pelaksanaan aktiviti utama | -   |   |
| Supporting activities<br>Aktiviti Sokongan   | <i>Tiada</i>  |   |
| Other participants<br>Peserta Lain           |   |   |
| Photo caption<br>Keterangan gambar           |  <p data-bbox="329 1402 764 1432"><i>Artikel mengenai Mobile E-Waste</i></p> | <p data-bbox="1370 768 1546 1066"><i>Make sure to match photos with caption<br/>Pastikan gambar sepadan dengan keterangan</i></p> |

| ITEM<br>JENIS  | INFORMATION<br>MAKLUMAT  | NOTES<br>NOTA   |
|--|--|---|
|  |  <p data-bbox="329 898 852 930"><i>Antara pelajar yang hadir ke sesi latihan</i></p> |   |
| <b>Photo caption<br/>names<br/>Keterangan<br/>gambar<br/>berserta nama</b> |  |   |
| <b>Translation<br/>Terjemahan</b>  | -  |   |
| <b>Supporting<br/>documents<br/>Dokumen<br/>Sokongan</b>                   | -  | <i>Enclose as<br/>attachment<br/>Sebagai<br/>lampiran</i> |

**PLEASE SUBMIT YOUR WRITTEN REPORT & PHOTOS BASED ON THIS GUIDE TO THE CONTENT APPLICATION DEVELOPMENT DEPARTMENT WITHIN ONE WEEK OF THE EVENT**

**SILA KEMUKAKAN LAPORAN BERTULIS & GAMBAR-GAMBAR BERLANDASKAN PANDUAN YANG DIBERIKAN DAN HANTAR KE JABATAN PEMBANGUNAN APLIKASI KANDUNGAN DALAM TEMPOH SEMINGGU SELEPAS ACARA / PROGRAM BERLANGSUNG**