



Ministry of Home Affairs

**MEETING/NEGOTIATION ON**

.....

**BETWEEN THE GOVERNMENT OF MALAYSIA AND  
THE GOVERNMENT OF .....**

.....<VENUE>.....

.....<DATE>.....

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**SPEAKING NOTES FOR YBHG DATO' KSU/TKSU/SUB  
FOR THE MEETING/NEGOTIATION ON .....**

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**International Division  
Ministry of Home Affairs  
PUTRAJAYA**

**PROVISIONAL AGENDA**

- Agenda Item 1** : Welcome Remarks by Co-Chairs (Malaysia and .....)
- Agenda Item 2** : Adoption of Agenda
- Agenda Item 3** : Negotiation of the .....
- Agenda Item 4** : Other Matters
- Agenda Item 5** : Date and Venue of the next round of negotiation on  
..... (*If applicable*)
- Agenda Item 6** : Closing Remarks by Co-Chairs .....

<b>Agenda Item 1:</b>	<b>Welcome Remarks by Co-Chairs (Malaysia and .....)</b>
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1. Malaysia Chairperson to deliver these remarks:

**Your Excellencies**

**Ladies and gentlemen,**

- (i) I would like to welcome His Excellency ..... and the members of the ..... delegation to the meeting/negotiation of the .....**
- (ii) First, on behalf of the Ministry of Home Affairs, I would like to record our sincere gratitude to the Government of ..... for its intention to establishing mutual cooperation in the security field, and realising the joint benefits accruing from cooperating in this area.**
- (iii) Therefore, today I welcome initiatives and active discussion from both delegation covering the areas of .....**
- (iv) I look forward to have a fruitful and productive discussions during the course of this negotiation.**
- (v) I would like to invite members of my delegation to introduce themselves.**
- (vi) I now invite Mr. ..... for his welcoming remarks.**

<b>Agenda Item 2:</b>	<b>Adoption of Agenda</b>
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1. Malaysia Chairperson to convey the following:

- (i) I would like to invite Mr. ..... and all delegation to view the Agenda of our meeting today on the screen.**
- (ii) If there are no further amendments to the Agenda may I propose that we proceed to Agenda item 3.**

<b>Agenda Item 3:</b>	<b>Meeting/Negotiation of the MoU .....</b>
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1. Malaysia Chairperson to invite representative of the respective Division/Department/Agency to lead discussion of Agenda Item 3.
  - (i) **I now invite Mr. .... from .... Division/Department/Agencies to proceed the negotiation on .....**
    - a) PUU – Preamble and Legal matters;
    - b) PDR/PRISON – Prison matters;
    - c) PDR/AADK/NARCOTICS, RMP – Drug matters;
    - d) K/RMP – Security matters, Counter Terrorism Financing;
    - e) K/CYBER CRIME, RMP – Cyber crime;
    - f) K/E8, RMP – Counter Terrorism;
    - g) K/MMEA – Maritime Security;
    - h) K/AKSEM – Land Border Security;
    - i) IM/JIM – Immigration/CIQ/Refugees/Migration matters;
    - j) MAPO – TIP/SOM

<b>Agenda Item 4:</b>	<b>Other Matters</b>
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1. Malaysia Chairperson to convey the following:
  - (i) **I now open the floor for other matters, if any.**
2. Malaysia Chairperson to proceed to Agenda Item 5.
  - (i) **May I propose that we proceed to Agenda Item 5.**

<b>Agenda Item 5:</b>	<b>Date and Venue of the next round of negotiation</b>  <i>(If applicable)</i>
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1. Malaysia Chairperson to mention the following:
  - (i) **I invite Mr. .... to inform us on the date and venue for the next round of negotiation of the.....**
2. Malaysia Chairperson to thank Mr. .... for the information given.
  - (i) **Thank you Mr. ....**
  - (ii) **We now move on to Agenda Item 6.**

<b>Agenda Item 6:</b>	<b>Closing Remarks by Co-Chairs (..... and Malaysia)</b>
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1. Malaysia Chairperson to invite Mr. .... to give his closing remarks first.
  - (i) **We are now at Agenda Item 8 for the closing remarks.**
  - (ii) **I invite His Excellency Mr. .... to deliver his closing remarks.**
2. After Mr. .... has delivered his closing remarks, Malaysia Chairperson to convey the following remarks:
 

**Co-Chair,  
Excellencies,  
Ladies and gentlemen,**

  - (i) **I would like to note my deepest appreciation to my Co-Chair, His Excellency Mr. .... for jointly presiding this meeting/negotiation with me.**
  - (ii) **In today's meeting we have reaffirmed our commitment to prevent and combat terrorism and transnational crime.**
  - (iii) **Before I adjourn, I wish to thank Mr. Peter Scott for chairing this meeting with me. Thank you.**