



PEAK PERFORMANCE



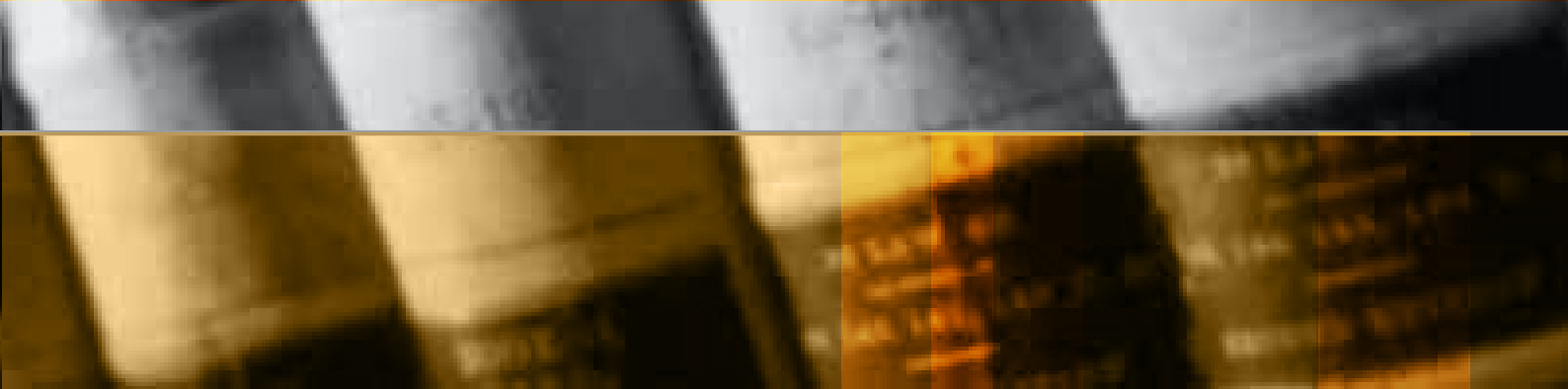
Institut Bertaraf MS ISO 9001:2008



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Perutusan Pengerusi Lembaga Pengurusan ILKAP

Assalamualaikum warahmatullahi wabarakatuh dan Salam 1Malaysia

Syukur ke hadrat Allah SWT atas kejayaan Institut Latihan Kehakiman dan Perundangan (ILKAP) menerbitkan Laporan Tahunan 2009. Laporan ini merupakan manifestasi pencapaian ILKAP sepanjang tahun 2009. Sebagai sebuah institut latihan undang-undang, ILKAP berperanan penting dalam merealisasikan aspirasi kerajaan untuk melatih penjawat awam yang terlibat dengan proses undang-undang supaya lebih cekap, berkesan dan responsif dalam penguatkuasaan, pendakwaan dan pentadbiran keadilan.

Menelusuri senario perundangan yang semakin kompleks, ILKAP hendaklah mempelopori pembaharuan dan transformasi dalam program latihannya melangkaui kehendak pelanggan. Latihan yang inovatif dan kreatif bukan sahaja akan menjamin *outcome* yang relevan bahkan mempertingkatkan keupayaan penjawat awam yang terlibat dalam proses keadilan untuk berfikir secara terbuka dan global.

Hasrat Lembaga Pengurusan ILKAP untuk melaksanakan Program Latihan Undang-Undang secara kerjasama dengan Institut Pengajian Tinggi Awam (IPTA) telah direalisasikan pada tahun 2009. ILKAP telah bekerjasama dengan Universiti Teknologi MARA (UiTM) dalam menjalankan Kursus *Executive Certificate* dan *Diploma in Enforcement Law* bertujuan untuk memperkasakan tahap profesionalisme pegawai penguat kuasa undang-undang.

Lembaga Pengurusan ILKAP turut menyarankan aspek pembentukan peribadi yang merangkumi nilai-nilai murni seperti integriti, empati dan keperibadian tinggi untuk diterapkan dalam program latihan ILKAP. Nilai-nilai sebegini amat mustahak untuk membina penjawat awam yang beretika tinggi. Secara langsung dan tidak langsung, ia menyokong salah satu Bidang Keberhasilan Utama Negara, iaitu memerangi rasuah.

Arus perubahan dalam isu-isu global berkaitan perdagangan antarabangsa dan *transnational crimes* seperti jenayah siber, pengubahan wang haram, pemerdagangan dan penyeludupan orang merupakan antara cabaran yang perlu dihadapi masa kini. Di samping itu, Mahkamah di Malaysia telah mengalami proses perubahan dengan pelaksanaan *New Commercial Courts*, *Case Management System* dan mediasi. Justeru, perubahan ini menuntut ILKAP untuk mengadakan program yang mampu menyediakan pegawai kehakiman dan perundangan dengan keperluan semasa serta trend masa hadapan.

Akhir kata, saya menyeru warga ILKAP agar sentiasa bersedia dalam menghadapi pelbagai perubahan masa hadapan dan berusaha dengan penuh komitmen dan dedikasi demi merealisasikan matlamat negara. Saya juga mengajak semua anggota Perkhidmatan Awam untuk menyerapkan mantera kepantasan bertindak menerusi perubahan pemikiran dan kaedah bekerja, seiring dengan pembangunan inovasi dan pembaharuan yang berterusan.

TAN SRI MOHD SIDEK BIN HASSAN
KETUA SETIAUSAHA NEGARA



Message from the Chairman of ILKAP's Board of Management

Assalamualaikum warahmatullahi wabarakatuh dan Salam 1Malaysia

My gratitude to Allah the Almighty, for the successful publishing of the Annual Report 2009 by the Judicial and Legal Training Institute (ILKAP). The report is a manifestation of ILKAP's achievements throughout the year of 2009. As a legal training institute, ILKAP plays a pivotal role in realising the government's aspiration to train civil servants involved in the legal process to be more competent, effective and responsive in enforcement, prosecution and administration of justice.

In tandem with the legal scenario which is growing more complex, ILKAP must pave the way for reformation and transformation in its training programmes beyond its clients' expectations. Not only should it ensure the relevant outcome is achieved but innovative and creative training will also enhance the ability of public officials involved in the justice process to be receptive to changes and to think globally.

In 2009, the Board of Management's aim to implement ILKAP's Legal Training Programme in cooperation with a Public Institute of Higher Learning materialised when it collaborated with University of Technology, MARA (UiTM) to organise the Executive Certificate and Diploma in Law Enforcement Course. Its objective is to enhance professionalism among the law enforcement officers.

The Board of Management had also suggested that aspects on character building which comprise values such as integrity, empathy and excellent individual characteristics to be incorporated in ILKAP's training programmes. These values are essential in the development of highly ethical public servants. Indirectly or otherwise, they support one of the National Key Result Area (NKRA), which is fighting corruption.

Current global issues in international trade and transnational crimes such as cyber crimes, money laundering, human trafficking and smuggling are of global and domestic concerns. The courts in Malaysia are undergoing tremendous changes with the implementation of New Commercial Courts, Case Management System and Mediation. Consequently, these challenges demand that ILKAP organises programmes that will equip judicial, legal and enforcement officers with the necessary skills and knowledge to meet current needs and future trends.

Finally, I urge ILKAP officers to be prepared for future changes and challenges, and to work with full commitment and dedication to help realise the vision of the country. In this regard, members of the Public Service are urged to embrace the mantra on "speed in actions" through changing mindsets and working methods in line with the innovation culture and continuous reforms.

TAN SRI MOHD SIDEK BIN HASSAN
CHIEF SECRETARY TO THE GOVERNMENT



Kata Pengantar Ketua Pengarah ILKAP

Tahun 2009 terbukti sebagai tahun yang mencabar dan berperistiwa bagi Institut Latihan Kehakiman dan Perundangan (ILKAP). Ia telah memulakan langkah transformasi di mana usaha dan aspirasi bersama ILKAP adalah untuk mencapai kecemerlangan.

ILKAP telah menyahut seruan kerajaan supaya menyemai budaya inovasi, kreatif dan peningkatan ilmu dalam sistem latihan dan pentadbirannya. Selepas menjalankan bengkel pada bulan April dan Julai, Pelan Strategik 2009 – 2014 dan Petunjuk Prestasi Utama telah dibentuk. Selain itu, satu sesi ceramah mengenai peralihan dari ISO 2001:2000 ke ISO 2001:2008 telah diadakan pada bulan November dan usaha ke arahnya telahpun bermula.

Pada bulan Julai ILKAP telah menghantar kertas penstrukturan semula kepada Jabatan Perkhidmatan Awam memohon perjawatan baru untuk menangani kekurangan pegawai dan kakitangan. 13 jawatan baru telah diwujudkan dan lapan (8) telahpun diisi.

Kerja untuk melengkapkan bangunan tambahan pertama ILKAP iaitu *ILKAP's Training and Information Technology Centre (ITITC)* dengan perabot telah dimulakan pada bulan September. Ia menempatkan antara lain satu (1) makmal komputer, satu (1) makmal multimedia dan satu (1) bilik sidang video. Dengan adanya kemudahan internet, komputer dan peralatan yang terkini, ia akan menambahkan kemudahan sedia ada ILKAP dan mengurangkan kesesakan di Bangunan Perdana.

Pada 16 April, kerja pembinaan telah dimulakan bagi sebuah lagi bangunan tambahan di kampus ILKAP, iaitu Asrama Eksekutif bagi peserta JUSA dan *Malaysian Technical Cooperation Programme (MTCP)*. Ia dijadualkan untuk siap pada 15 Oktober 2010.

Bagi fungsi terasnya, ILKAP telah berjaya menjalankan 150 kursus termasuk lapan (8) kursus *ad hoc*. Sebanyak 40 kursus telah dilaksanakan secara kerjasama dengan agensi kerajaan yang lain menjadikan jumlah keseluruhan 190 kursus dengan 5836 orang pegawai telah dilatih. Sebanyak lapan (8) Mesyuarat Jawatankuasa Kurikulum Kursus telah diadakan untuk membentuk kurikulum kursus baru manakala satu (1) Mesyuarat Kajian Semula Kurikulum Kursus telah diadakan untuk mengkaji semula kurikulum *Human Trafficking Course*.

Pada 5 Mei 2009, ILKAP telah menandatangani satu (1) kontrak untuk membentuk hubungan strategik dengan Universiti Teknologi MARA (UiTM) bagi menjalankan dua (2) kursus. Ia adalah *Executive Diploma in Enforcement Law* dan *Executive Certificate in Enforcement Law* yang dijalankan untuk pekhidmat awam yang terlibat dalam proses penyiasatan dan penguatkuasaan. Inisiatif ini diharap akan diteruskan dan akan menjadi *signature course* ILKAP untuk manfaat penjawat awam yang tidak berkelayakan undang-undang.

Semasa Mesyuarat Lembaga Pengurusan pada bulan September, Ketua Setiausaha Negara YBhg. Tan Sri Mohd Sidek bin Hassan selaku Pengerusi Lembaga dengan persetujuan Ahli Lembaga telah menyarankan supaya ceramah mengenai pembentukan peribadi diterapkan ke dalam kursus ILKAP. Semenjak itu, ILKAP telah melaksanakan cadangan tersebut yang bukan sahaja meneguhkan komitmen ILKAP untuk meneruskan pendidikan undang-undang bahkan memenuhi hasrat kerajaan untuk menanam pembentukan peribadi dalam latihannya. Ahli Lembaga turut meluluskan langkah bersejarah ILKAP untuk membuka beberapa kursusnya kepada pihak swasta mulai dari tahun 2010.



Walaupun ILKAP telah menunjukkan pelbagai kemajuan dalam beberapa tahun kebelakangan ini, aspirasi untuk mentransformasikannya ke arah pusat kecemerlangan menuntut komitmen dan usaha jitu dari pihak pengurusan dan kakitangan ILKAP. Masih banyak yang perlu dilakukan untuk sampai ke kemuncak dalam program latihan. Penghargaan yang tidak terhingga kepada Cik Khadijah Mahmud yang telah merintis usaha ini dan di atas sumbangan yang bermakna untuk ILKAP dari September 2006 hingga Mac 2009 semasa beliau berkhidmat sebagai Ketua Pengarah.

Amanah merupakan elemen penting dalam hubungan kerja dan hubungan peribadi. Tom Peters dengan tepatnya menyatakan, *“The hyper fast-moving, wired up, reengineered, quality-obsessed organisation will succeed or fail on the strength of the trust that its managers place in the folks working on the front line.”*

Dalam pada ini, saya merakamkan setinggi-tinggi penghargaan kepada *stakeholders* ILKAP yang terdiri daripada Ahli Lembaga Pengurusan ILKAP, pengurusan kanan Jabatan Perdana Menteri, Jabatan Peguam Negara dan Pejabat Ketua Pendaftar atas kepercayaan yang diberikan untuk mentadbir ILKAP. Saya juga ingin merakamkan penghargaan yang tulus ikhlas kepada pegawai dan kakitangan ILKAP atas kepercayaan yang diberikan untuk memimpin mereka secara berterusan mempamerkan kecemerlangan dan dedikasi yang tinggi terhadap transformasi, menyumbang bagi misi dan menuju ke arah visinya. Ia merupakan suatu kepuasan apabila pelanggan dan peserta kursus ILKAP memberi kepercayaan kepada kami melatih dan berkongsi pengalaman dengan mereka. Bagi mereka yang diamanahkan sebagai tenaga pengajar dan penceramah, ILKAP mengucapkan setinggi penghargaan dan terima kasih.

ANNA NG FUI CHOO
KETUA PENGARAH
INSTITUT LATIHAN KEHAKIMAN DAN PERUNDANGAN
JABATAN PERDANA MENTERI MALAYSIA



Foreword by the Director General of ILKAP

2009 proved to be a challenging but eventful year for the Judicial and Legal Training Institute (ILKAP). It set the pace for transformation in which ILKAP's collective aspiration and quest is for excellence.

ILKAP responded to the government's call to be innovative, creative and knowledge-driven in both its administration and training. It put in place the Strategic Plan 2009 – 2014 and the Key Performance Indicators after conducting workshops in April and July. A talk on ILKAP's migration from ISO 2001:2000 to ISO 2001:2008 was delivered in November and work on it has commenced.

ILKAP submitted a reorganisation paper to the Public Service Department in July 2009 requesting for new posts to ease the acute shortage of officers and support staff. 13 new posts have been created and eight (8) have been filled.

Work to furnish ILKAP's first additional building i.e. ILKAP's Training and Information Technology Centre (ITITC) commenced in September. It houses among others, a computer laboratory, a multimedia laboratory and a Video Conferencing Room. With internet access, computers and up to date equipment, it will supplement ILKAP's existing facilities and ease the congestion in Bangunan Perdana.

On 16 April, construction work commenced on another supplementary building in ILKAP's campus, that is the Executive Hostel for JUSA and the Malaysian Technical Cooperation Programme (MTCP) participants. It is scheduled to be completed by 15 October 2010.

In its core business, ILKAP succeeded in running 150 courses including eight (8) ad hoc courses. 40 courses were carried out in collaboration with other government agencies totaling 190 courses with 5836 officers being trained. Eight Curriculum Committee meetings were conducted to draw up curriculum for new courses while one (1) Review of Curriculum meeting was held to review the curriculum for the Human Trafficking Course.

On 5 May 2009, ILKAP signed a contract to forge strategic alliance with MARA University of Technology (UiTM) to run two (2) courses. They were the Executive Diploma in Enforcement Law and the Executive Certificate in Enforcement Law conducted for civil servants involved in the investigation and enforcement process. It is hoped that this initiative will continue and will be a signature course of ILKAP for the benefit of non-legally qualified officers.

In the Board of Management meeting in September, the Chief Secretary to the Government YBhg. Tan Sri Mohd Sidek bin Hassan who is also the Chairman of ILKAP's of Management Board with the consensus of other Board members advocated that lectures on character building should be imbued in ILKAP's courses. Since then, ILKAP has embarked on it, reinforcing ILKAP's commitment in not only continuing legal education but meeting the government's call to instill character building into its training. The Board also approved ILKAP's historical venture to open up some of ILKAP's courses to the private sector in 2010.

Although ILKAP has made considerable progress in recent years, the aspiration of transforming it into a centre of excellence exacts total commitment and diligence on ILKAP's management and staff. Much more have to be executed to reach the pinnacle in training. Myriad thanks go to Miss Khadijah Mahmud who set the pace and for her fruitful contribution to ILKAP from September 2006 to March 2009 when she was the Director General.

Trust is an essential component for working and personal relationships. Tom Peters rightly said, "The hyper fast-moving, wired up, reengineered, quality-obsessed organisation will succeed or fail on the strength of the trust that its managers place in the folks working on the front line."



To this end, I express my greatest gratitude to ILKAP's stakeholders comprising of ILKAP's Board of Management, the senior management of the Prime Minister's Department, Attorney General's Chambers and the Chief Registrar's office for entrusting the running of ILKAP to me. My heartfelt appreciation goes to ILKAP's officers and staff for their trust to lead them by continuing displaying excellence with highest dedication leading to ILKAP's continuous transformation, contributing to achieving its mission and reaching for its vision. It has been rewarding that ILKAP's course participants and clients trust ILKAP to train and share experiences with them. To those whom ILKAP entrusted as lecturers and trainers, ILKAP extends its profound thanks and deepest appreciation.

*ANNA NG FUI CHOO
DIRECTOR GENERAL
JUDICIAL AND LEGAL TRAINING INSTITUTE
PRIME MINISTER'S DEPARTMENT
MALAYSIA*





Visi

Vision

Peneraju kecemerlangan pembangunan modal insan dalam bidang kehakiman dan perundangan yang bertaraf dunia menjelang 2015.

A world class leader of excellence in human capital development in the judicial and legal sectors by 2015.

Misi

Mission

Meningkatkan kompetensi, keberkesanan dan profesionalisme pegawai kehakiman, perundangan dan penguatkuasaan undang-undang dengan menyediakan latihan yang sistematik, relevan dan progresif.

To enhance the competency, effectiveness and professionalism of judicial, legal and law enforcement officers by providing systematic, relevant and progressive training.



Piagam Pelanggan

Client's Charter

Kami adalah komited untuk menyediakan program latihan yang berkualiti selaras dengan hala tuju ke arah peningkatan kecekapan, kecemerlangan dan profesionalisme pegawai-pegawai kehakiman dan perundangan serta pegawai-pegawai perkhidmatan awam, badan berkanun dan pihak berkuasa tempatan yang terlibat dengan penguatkuasaan undang-undang.

Kami berjanji akan:

1. Merancang dan melaksanakan projek latihan yang berkualiti mengikut kurikulum yang ditetapkan;
2. Menjalankan tidak kurang dari 80% kursus yang dirancang setiap tahun;
3. Menyampaikan maklumat berkaitan dengan jadual program latihan tidak lewat dari sebulan sebelum latihan dilaksanakan;
4. Menyediakan tenaga pengajar yang berpengetahuan dan berkemahiran dalam bidang kursus yang akan dijalankan;
5. Menyediakan bahan rujukan yang komprehensif dan terkini;
6. Memastikan prasarana latihan dan semua keperluan peralatan latihan berfungsi dengan baik dan siap untuk digunakan sebelum kursus bermula dan pada setiap masa kursus berjalan;
7. Menyediakan persekitaran pembelajaran yang sesuai, selesa dan kondusif;
8. Memastikan tuntutan segala pembayaran dilaksanakan dalam tempoh 14 hari; dan
9. Memastikan bahawa semua pertanyaan dan aduan diberi maklum balas dalam tempoh 48 jam.

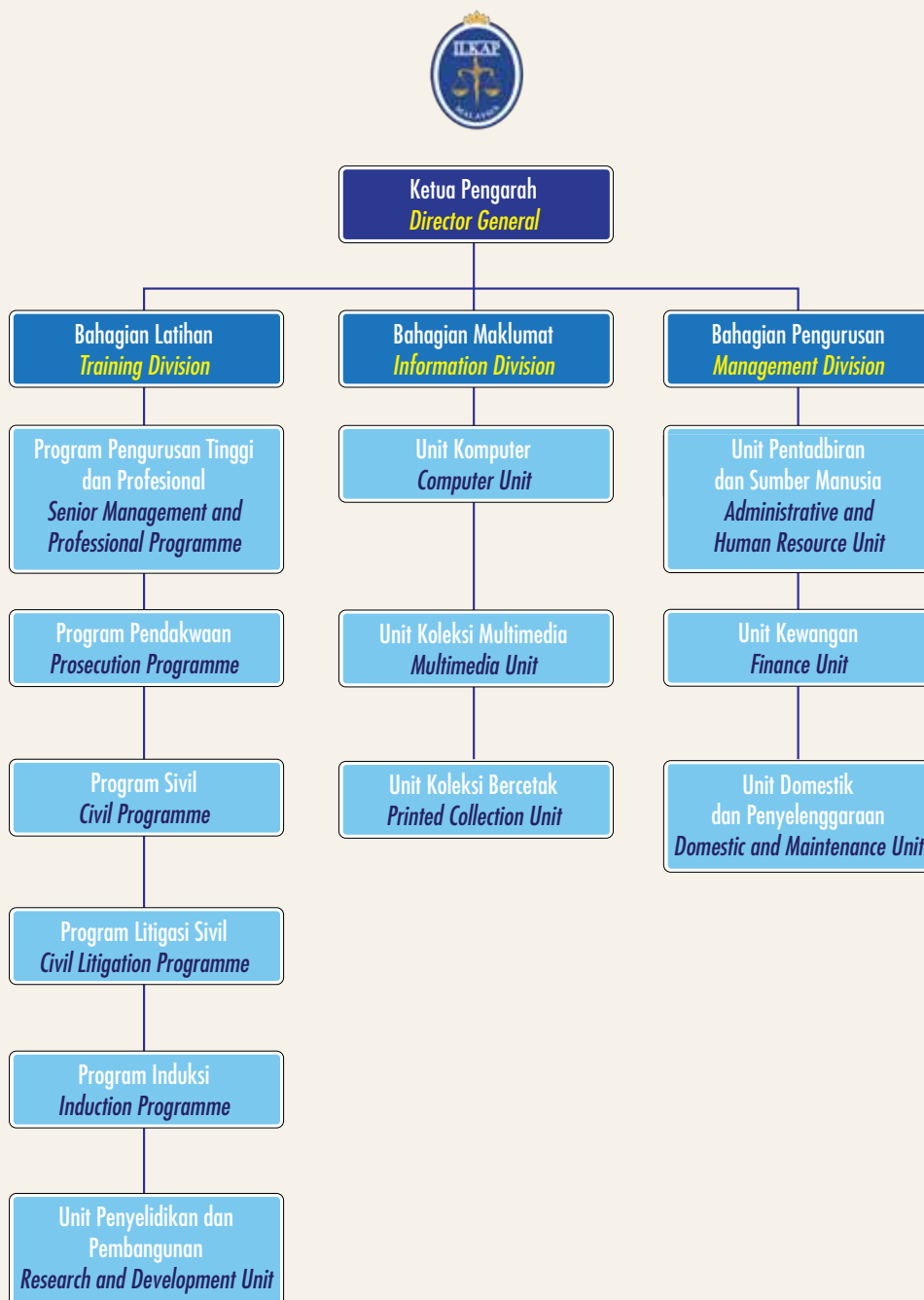
We are committed to provide quality training programmes in line with our objective to enhance efficiency, excellence and professionalism of officers of the judicial and legal service as well as officers in the public service, statutory bodies and local authorities who are involved in law enforcement.

We are committed to:

1. *Plan and implement quality training programmes according to a fixed curriculum;*
2. *Conduct not less than 80% of the scheduled courses every year;*
3. *Disseminate information in relation to the scheduled training programme not later than one month before training commences;*
4. *Provide lecturers with knowledge and expertise in the field the course is going to be conducted;*
5. *Provide comprehensive and latest reference materials;*
6. *Ensure that all training facilities and equipment are operational and ready to be used before and for the duration of the course;*
7. *Provide a suitable, comfortable and conducive learning environment;*
8. *Ensure all claims are settled within 14 days; and*
9. *Ensure that all inquiries and complaints are responded to within 48 hours.*

Struktur Organisasi

Organisational Structure





Senarai Pegawai ILKAP

List of ILKAP's Officers

1. Anna Ng Fui Choo

Ketua Pengarah (JUSA C)
Director General (JUSA C)

BAHAGIAN LATIHAN TRAINING DIVISION

PROGRAM PENGURUSAN TINGGI DAN PROFESIONAL SENIOR MANAGEMENT AND PROFESSIONAL PROGRAMME

2. Shamsudin bin Abdullah
3. Aslinda binti Ahad
4. Nurul Majdiah binti Mohamad Sayuti
5. Haslamizan bin Maliki

Pengarah (L54)
Director (L54)

Ketua Penolong Pengarah (L48)
Principal Assistant Director (L48)

Penolong Pengarah I (L41)
Assistant Director I (L41)

Penolong Pengarah II (L41)
Assistant Director II (L41)

PROGRAM PENDAKWAAN PROSECUTION PROGRAMME

6. Mariani binti Ghani
7. Siti Noor Alwani binti Hamid
8. Mohd Syahzan bin Rusni
9. Hafizah binti Abdul Hamid

Pengarah (L54)
Director (L54)

Ketua Penolong Pengarah (L48)
Principal Assistant Director (L48)

Penolong Pengarah I (L41)
Assistant Director I (L41)

Penolong Pengarah II (L41)
Assistant Director II (L41)

PROGRAM SIVIL CIVIL PROGRAMME

10. Mahyon binti Talib
11. Ida Adiba binti Md Razali
12. Muhammad Firdaus Zariza bin Abd Aziz

Pengarah (L54)
Director (L54)

Ketua Penolong Pengarah (L48)
Principal Assistant Director (L48)

Penolong Pengarah (L41)
Assistant Director (L41)



PROGRAM LITIGASI SIVIL
CIVIL LITIGATION PROGRAMME

13. Mohammad Nordin bin Ab. Rauf
14. Hasila binti Awang
15. Zulharry bin Abdul Rashid

Pengarah (L54)
Director (L54)

Ketua Penolong Pengarah (L48)
Principal Assistant Director (L48)

Penolong Pengarah (L41)
Assistant Director (L41)

PROGRAM BAHASA
LANGUAGE PROGRAMME

16. Mohan Veriah
17. Nurul Nadia binti Azman

Pengarah (M54)
Director (M54)

Penolong Pengarah (L41)
Assistant Director (L41)

UNIT PENYELIDIKAN DAN PEMBANGUNAN
RESEARCH AND DEVELOPMENT UNIT

18. Harith Sham bin Mohamed Yasin
19. Ahmad Hanir bin Hambaly @ Arwi
20. Sumayyah binti Fauzi

Ketua Penolong Pengarah I (L52)
Principal Assistant Director I (L52)

Ketua Penolong Pengarah II (L48)
Principal Assistant Director II (L48)

Penolong Pengarah (L41)
Assistant Director (L41)

PROGRAM INDUKSI
INDUCTION PROGRAMME

21. Norsiah binti Ujang
22. Nor Azian binti Mohd Zamri

Pengarah (L48)
Director (L48)

Penolong Pengarah (L41)
Assistant Director (L41)

BAHAGIAN PENGURUSAN
MANAGEMENT DIVISION

23. Haslinda binti Alias
24. Mohd Apanidi bin Aini

Pendaftar (M48)
Registrar (M48)

Timbalan Pendaftar I (M44)
Deputy Registrar I (M44)



25. Nor Hamirah binti Mahayudin

Timbalan Pendaftar II (M41)
Deputy Registrar II (M41)

BAHAGIAN MAKLUMAT
INFORMATION DIVISION

26. Saonah binti Shairi

Pengarah (S48)
Director (S48)

27. Fariz Rizal bin Rasdi

Pegawai Teknologi Maklumat (F44)
Information Technology Officer (F44)

28. Ratna Sariayu binti Osman

Pustakawan (S41)
Librarian (S41)



Pegawai dan Kakitangan ILKAP

Officers and Staff ILKAP









Mesyuarat Lembaga

Pengurusan

Board of Management Meeting

2009



Mesyuarat Lembaga Pengurusan ILKAP

ILKAP's Board of Management Meeting

Mesyuarat Lembaga Pengurusan ILKAP Tahun 2009 telah diadakan pada 11 September 2009 dan dipengerusikan oleh Ketua Setiausaha Negara, YBhg. Tan Sri Mohd Sidek bin Hassan. Ia turut dihadiri oleh YBhg. Tan Sri Abdul Gani bin Patail (Peguam Negara), YBhg. Tan Sri Dr. Wan Abdul Aziz bin Wan Abdullah (Ketua Setiausaha Perbendaharaan), YBhg. Datuk Ab. Khalil bin Ab. Hamid (Timbalan Ketua Pengarah Perkhidmatan Awam (Pembangunan), YBrs. Puan Hasnah binti Dato' Mohammed Hashim (Ketua Pendaftar Mahkamah Persekutuan), YBhg. Dato' Abdullah Sani bin Ab. Hamid (Ketua Pengarah Bahagian Hal Ehwal Undang-Undang, Jabatan Perdana Menteri), YBhg. Dato' Zaitoon binti Dato' Othman (Peguam Bela dan Peguam Cara), YBrs. Prof. Madya Saudah binti Sulaiman (Dekan Fakulti Pentadbiran dan Undang-Undang UiTM) dan YBrs. Puan Anna Ng Fui Choo (Ketua Pengarah ILKAP).

Mesyuarat ini antara lain telah membincangkan Pencapaian Program Latihan pada Tahun 2008, Pencapaian Program Latihan mulai Januari hingga Ogos 2009, Laporan Rancangan Program Latihan Tahun 2010, Laporan Kemajuan Projek Pembangunan RMKe-9 ILKAP sehingga 30 Jun 2009, Laporan Peruntukan Belanja Mengurus 2009, Laporan Prestasi Belanja Mengurus 2009 dan Akaun Amanah ILKAP Tahun 2009, Laporan Permohonan Penstrukturan Semula ILKAP, Laporan Bahagian Maklumat

ILKAP's Board of Management Meeting 2009 was held on 11 September 2009 and chaired by the Chief Secretary to the Government, YBhg. Tan Sri Mohd Sidek bin Hassan. The meeting was also attended by YBhg. Tan Sri Abdul Gani bin Patail (Attorney General of Malaysia), YBhg. Tan Sri Dr. Wan Abdul Aziz bin Wan Abdullah (Secretary General of Treasury), YBhg. Datuk Ab. Khalil bin Ab. Hamid (Deputy Director General of Public Service (Development), YBrs. Puan Hasnah binti Dato' Mohammed Hashim (Chief Registrar of the Federal Court), YBhg. Dato' Abdullah Sani bin Ab. Hamid (Director General of Legal Affairs Division, Prime Minister's Department), YBhg. Dato' Zaitoon binti Dato' Othman (Advocate and Solicitor), YBrs. Associate Professor Saudah binti Sulaiman (Dean of Faculty of Law and Administration, UiTM) and YBrs. Puan Anna Ng Fui Choo (Director General of ILKAP).

Among matters discussed in the meeting included the Achievement of Training Programme Year 2008, Achievement of Training Programme from January to August 2009, Training Programme Planning for Year 2010, ILKAP's Development Project RMKe-9 Progress Report as at 30 June 2009, Management Expenditure Allocation 2009 Report, Performance Management Expenditure 2009 Report and ILKAP's Trust Account for Year 2009, ILKAP's Re-Organisation Report, Information





dan Kertas Cadangan untuk Membuka Penyertaan Kursus ILKAP kepada Pihak Swasta.

Dalam mesyuarat ini, YBhg. Tan Sri Ketua Setiausaha telah menyarankan agar ILKAP mengadakan kursus berkaitan integriti dan pembentukan peribadi. Kursus berkaitan integriti adalah penting bagi melahirkan pekhidmat awam yang mempunyai nilai dan etika yang tinggi dan berintegriti.

Selain itu, YBhg. Tan Sri turut mengesyorkan agar ILKAP mengadakan modul khas berkenaan pembentukan peribadi dalam kursus yang anjurannya. Modul yang melibatkan pembentukan peribadi ini wajar diadakan terutamanya kepada pegawai yang baru menyertai Perkhidmatan Kehakiman dan Perundangan. ILKAP juga disarankan untuk mengadakan kursus yang melibatkan pengurusan dan pentadbiran. Beliau juga telah meluluskan cadangan ILKAP untuk membuka penyertaan kursus kepada pihak swasta bagi tujuan perkongsian pengetahuan dan pengalaman.



Division Report and Proposal for Opening ILKAP's Course to the Private Sector.

In this meeting, YBhg. Tan Sri Chief Secretary to the Government proposed that ILKAP organises courses that relate to integrity and character building. Such courses are very important to enhance the moral values and integrity of public servants.

Besides that, YBhg. Tan Sri also suggested ILKAP designs a specific module regarding character building in the course that it organises. Such a module should be designed especially for the new judicial and legal officers who join the Judicial and Legal Service. ILKAP was also asked to conduct courses that relate to management and administration. He also approved ILKAP's proposal to open courses to the private sector for the purpose of knowledge and experience sharing.





Bahagian Latihan
Training Division





Bahagian Latihan *Training Division*

Bagi memperkasakan dan mempertingkatkan pembangunan modal insan, latihan merupakan elemen yang penting. ILKAP merupakan institut yang sinonim dengan latihan dalam bidang kehakiman dan perundangan. Sejak 16 tahun penubuhannya, Bahagian Latihan bertanggungjawab untuk merancang dan melaksanakan program latihan.

Enam (6) Program dan satu (1) Unit di bawah Bahagian Latihan merupakan tunjang dalam merealisasikan pelaksanaan bidang tugas utama ILKAP.

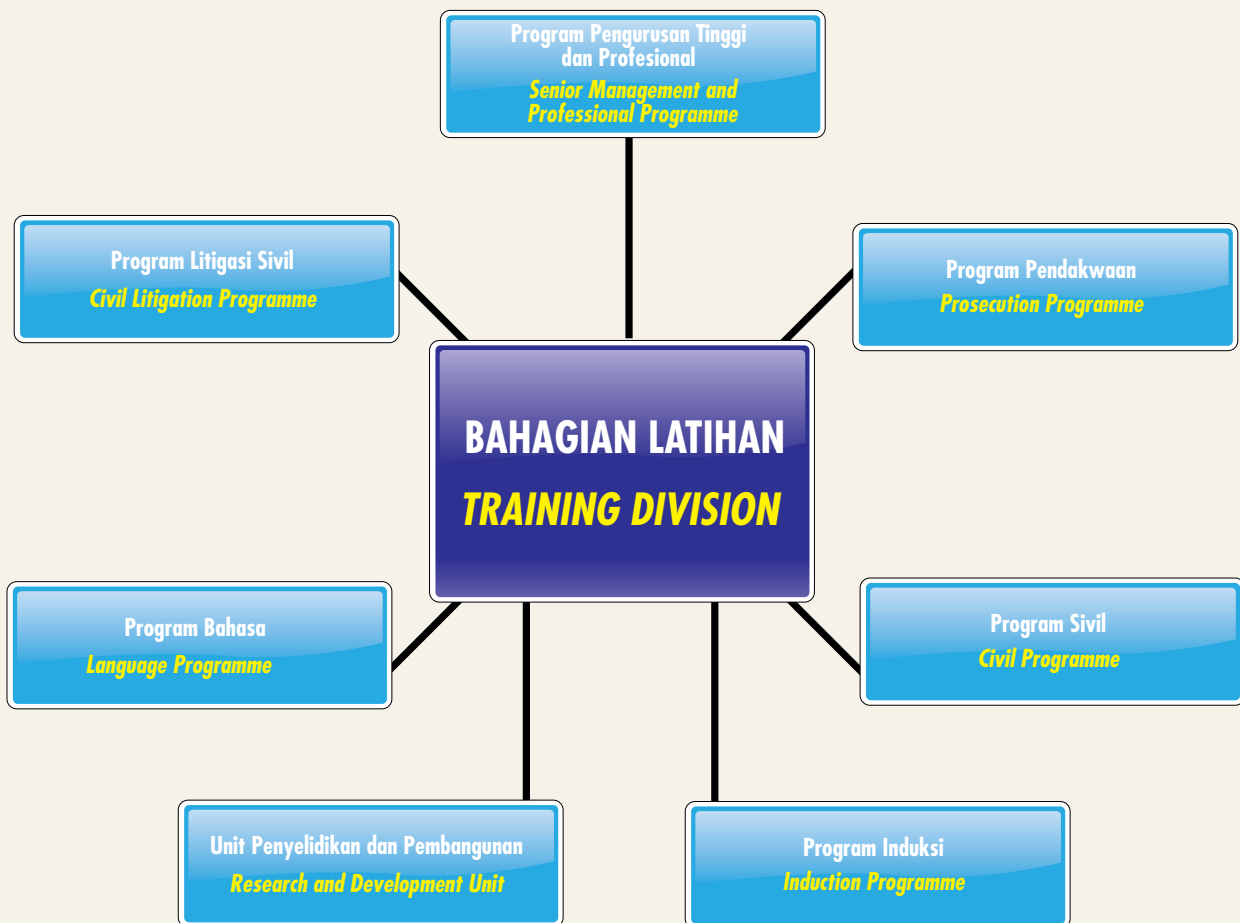
Kursus yang dijalankan adalah untuk meningkatkan pengetahuan, kemahiran serta kepakaran pegawai dan kakitangan awam yang terlibat dalam pentadbiran dan penguatkuasaan undang-undang.

Training is an essential element in upgrading and improving of human capital. ILKAP is synonymous in providing training in the judicial and legal field. In 16 years of its establishment, the Training Division is responsible for planning and conducting training programmes.

Six (6) Programmes and one (1) Unit under the Training Division are the pillars in realising the execution of ILKAP's core function.

Courses conducted were meant to enhance the knowledge, skills as well as expertise of public officers and staff who are involved in administration and enforcement of the law.







Lakaran Kejayaan Marks of Achievement

“Peak Performance” yang merupakan moto institusi ini menjadi pegangan Bahagian Latihan dalam melaksanakan aktiviti yang dirancang.

Sepanjang 2009, ILKAP telah menjalankan 150 kursus dan dari jumlah tersebut, 135 kursus merupakan kursus berjadual, lapan (8) kursus *ad hoc* dan tujuh (7) kursus dalaman untuk warga ILKAP. Selain itu, 40 kursus telah dijalankan secara kolaborasi dengan agensi dan jabatan kerajaan yang lain.

Tahun 2009 menyaksikan ILKAP telah menjalankan 98.6% daripada kursus yang dirancang. Pencapaian ini adalah selaras dengan piawaian kualiti yang ditetapkan MS ISO 9001:2000. Sebanyak dua (2) kursus iaitu Kursus Penilaian Pusat Kompetensi (PPK) Tahap Kecekapan (TK) 1 dan 2 dan Kursus Penilaian Pusat Kompetensi (PPK) Tahap Kecekapan (TK) 6 telah dibatalkan atas permintaan Unit Kompetensi, Jabatan Peguam Negara kerana kekurangan calon peserta.

“Peak Performance” which is the institution’s motto shall always be the principle of the Training Division in conducting all the activities that have been planned.

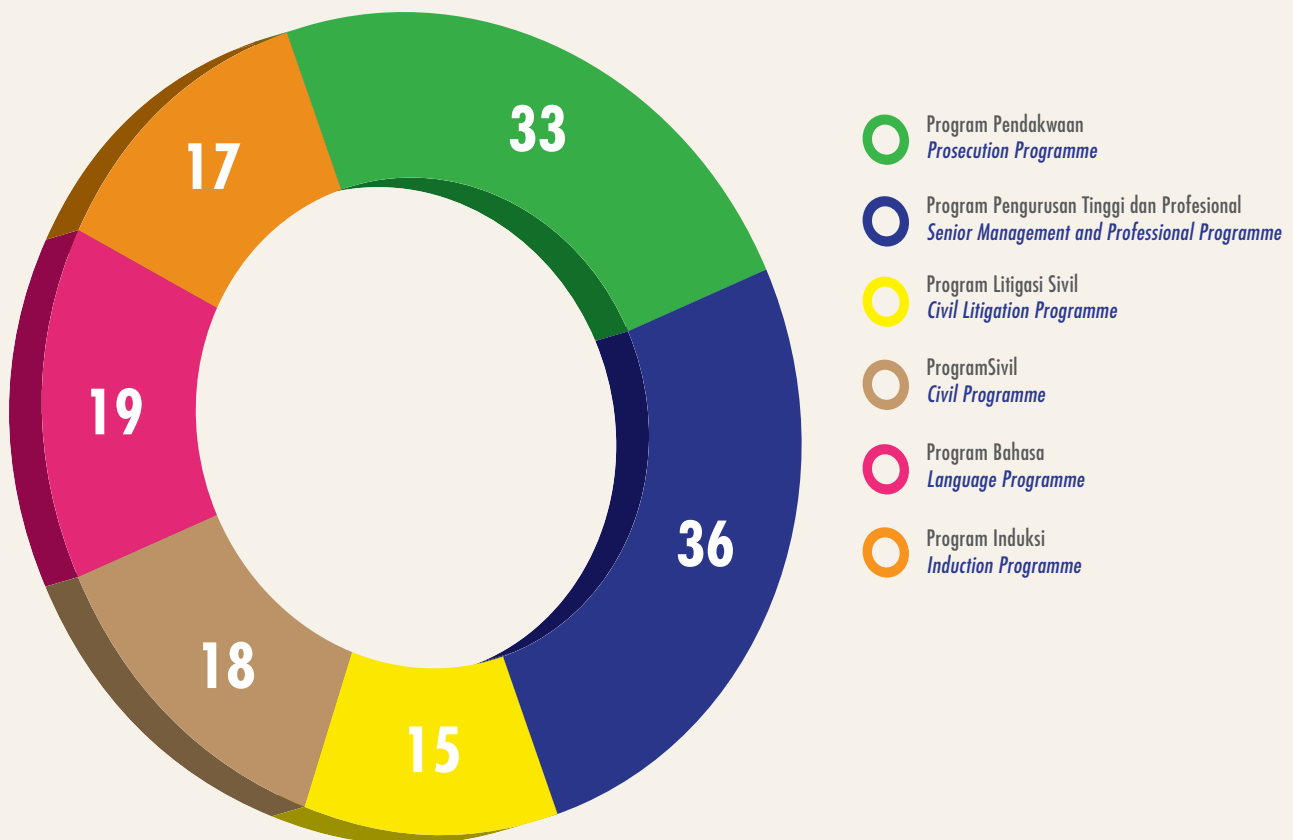
Throughout 2009, ILKAP conducted 150 courses and from this number, 135 were scheduled courses, eight (8) were ad hoc courses and seven (7) were internal courses for ILKAP’s staff. Apart from that, 40 courses were organised in collaboration with other government agencies and departments.

Year 2009 signifies ILKAP had successfully conducted 98.6% of the courses that were planned. This percentage is consistent with the quality standard set by MS ISO 9001:2000. Two (2) courses namely Competency Evaluation Centre Course Level 1 and 2 and Competency Evaluation Centre Course Level 6 were cancelled upon the request of the Competency Unit, Attorney General’s Chambers due to inadequate number of participants.





Jumlah Kursus Tahun 2009 *Number of Courses for the Year 2009*





Penyertaan Kursus Course Participation

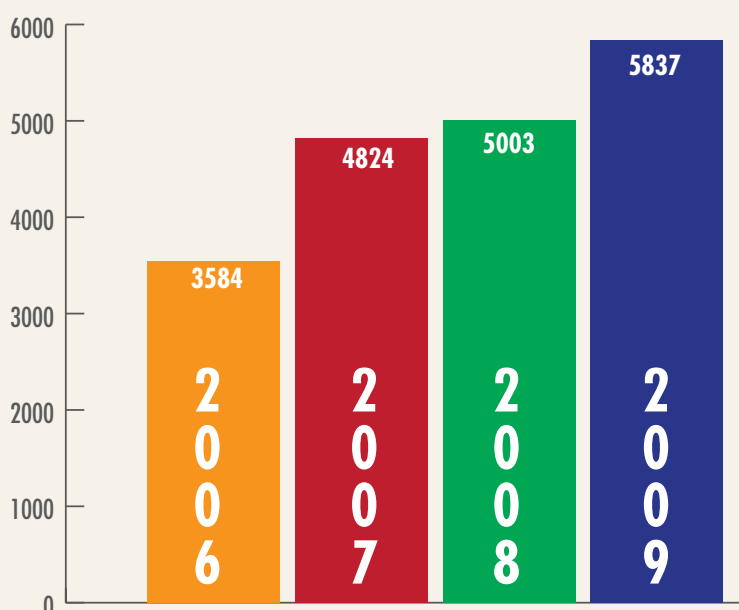
Selaras dengan misinya, ILKAP memberi keutamaan kepada Pegawai Kehakiman dan Perundangan untuk menyertai kursus yang dianjurkan. Penyertaan kursus juga dibuka kepada pegawai dan kakitangan kementerian, jabatan kerajaan persekutuan dan negeri, badan berkanun dan pihak berkuasa tempatan yang terlibat dengan proses undang-undang seperti Agensi Penguatkuasaan Maritim, Polis Diraja Malaysia, Bank Negara, Jabatan Imigresen, Suruhanjaya Pencegahan Rasuah Malaysia, Kementerian Perdagangan Dalam Negeri, Konsumer dan Kepenggunaan, Jabatan Alam Sekitar dan Kementerian Kesihatan.

ILKAP sebagai pemacu pelaksanaan kursus perundangan telah menjadi pilihan utama kepada peserta untuk mendapatkan latihan. Ini dimanifestasikan daripada lonjakan jumlah peserta dari setahun ke setahun.

In tandem with its mission, ILKAP trains essentially Judicial and Legal officers. Participation for the courses are also open to officers and staff from ministries, federal and state government departments, statutory bodies and local authorities like the Maritime Enforcement Agency, Royal Malaysian Police, Central Bank, Immigration Department, Malaysian Anti Corruption Commission, Ministry of Domestic Trade and Consumer Affairs, Department of Environment and Ministry of Health

ILKAP as the leader in legal training has become the main choice of participants for training. The manifestation of this is the increased number of participants from year to year.

Jumlah Peserta 2006 - 2009 Number of Participants 2006 - 2009



Tahun Year	Bilangan Peserta Number of Participants
2006	3548
2007	4824
2008	5003
2009	5837
Jumlah Total	19248



Pembangunan Kurikulum

Curriculum Development

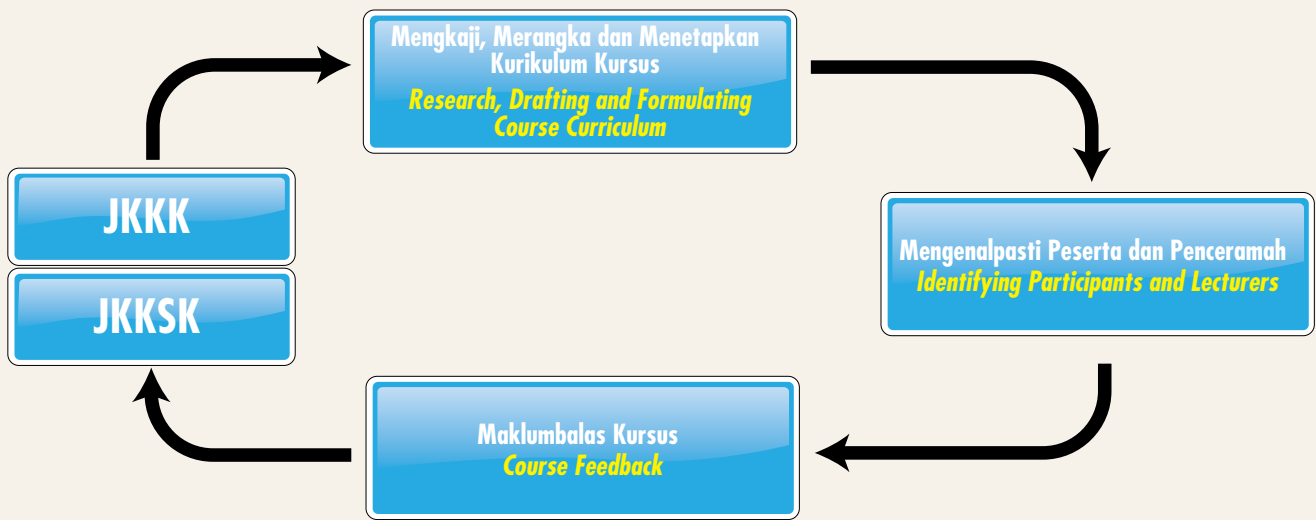


Dua (2) jawatankuasa iaitu Jawatankuasa Kurikulum Kursus (JKK) dan Jawatankuasa Kajian Semula Kurikulum (JKSK) bertanggungjawab bagi memastikan kursus yang dijalankan berkualiti dan relevan dengan perkembangan perundangan semasa.

JKKK berperanan untuk mengkaji dan merangka kurikulum serta mengenal pasti penceramah yang berkelayakan bagi kursus baru. Manakala JKSK bertanggungjawab untuk mengkaji semula mana-mana kurikulum sedia ada untuk penambahbaikan dengan mengambil kira semua maklum balas daripada peserta kursus dan perkembangan semasa.

Two (2) committees namely Course Curriculum Review Committee (JKKK) and Course Curriculum Review Committee (JKSK) are responsible in ensuring that all courses conducted are of high quality and relevant with current legal development.

The JKKK plays a role in revising and structuring the curriculum and identifying qualified lecturers for new courses. Meanwhile, the JKSK is responsible in revising any existing curriculum for improvement by taking into consideration all feedback from course participants and current development.



Pada tahun 2009, sebanyak satu (1) Mesyuarat JKKSK dan lapan (8) Mesyuarat JKKK telah diadakan.

In 2009, one (1) JKKSK Meeting and eight (8) JKKK Meetings were conducted.

Senarai Mesyuarat Kajian Semula Kurikulum Kursus *List of Reviewed Course Curriculum Meeting*

BIL. NO.	KURSUS COURSE
1	Human Trafficking Course <i>Human Trafficking Course</i>



Senarai Mesyuarat Jawatankuasa Kurikulum Kursus *List of Course Curriculum Meetings*

BIL. NO.	KURSUS COURSE
1	Bengkel Pengurusan Kes Sivil <i>Workshop on Civil Case Management</i>
2	Kursus Khas Amanah Raya Berhad <i>Special Course for Amanah Raya Berhad</i>
3	Jurisprudence Course <i>Jurisprudence Course</i>
4	Public Talk : Law and Procedure Involving Personal Injuries and Fatal Accident Claims <i>Public Talk : Law and Procedure Involving Personal Injuries and Fatal Accident Claims</i>
5	Bengkel Penyediaan dan Penyampaian Penghujahan dalam Kes-kes Sivil <i>Workshop on Preparation and Submission in Civil Cases</i>
6	Course on Statutory Duties and Statutory Powers <i>Course on Statutory Duties and Statutory Powers</i>
7	Course on Prerogative Writs (Judicial Review) <i>Course on Prerogative Writs (Judicial Review)</i>
8	Effective Prosecution of Murder Cases Course <i>Effective Prosecution of Murder Cases Course</i>



Penceramah *Speakers*

Bagi memastikan *outcome* yang berkualiti dan memberi impak maksima kepada peningkatan pengetahuan dan kemahiran pelanggan, ILKAP amat menitikberatkan aspek pemilihan penceramah dalam setiap latihannya.

ILKAP telah menjemput penceramah yang mempunyai kepakaran tertentu seperti YA Hakim, pegawai dari Jabatan Peguam Negara dan Mahkamah, pegawai kanan polis, pegawai perubatan, ahli kimia, ahli akademik dan profesional.



To ensure an outcome that is of high quality and gives maximum impact to the enhancement of client's knowledge and skills, ILKAP is very particular in the aspect of selecting speakers in all of its training.

ILKAP has invited lecturers who possess a certain kind of expertise for example learned Judges, officers from the Attorney General's Chambers and courts, senior police officers, medical officers, chemists, academicians and professionals.





Penceramah Tempatan Local Lecturers

Kursus Course	Penceramah Speaker	Butiran Particulars
<i>Seminar on Judicial Review</i>	Y.A. Dato' Wira Low Hop Bing	Hakim Mahkamah Rayuan, Istana Kehakiman, Putrajaya
	Prof. Emeritus Datuk Dr. Shad Saleem Faruqi	Profesor di Fakulti Undang-Undang di Universiti Teknologi Mara (UiTM), Shah Alam, Selangor
	Prof. Dr. Gan Ching Chuan	Profesor di Fakulti Undang-Undang, Universiti Malaya, Kuala Lumpur
<i>Course on Effective Prosecution of Offences under the Dangerous Drugs Act 1952 [Act 234] and Dangerous Drugs (Forfeiture of Property) Act 1988 [Act 340]</i>	Y.A. Datuk Syed Ahmad Helmy bin Syed Ahmad	Hakim Mahkamah Tinggi, Shah Alam, Selangor
Kursus Prinsip-Prinsip Penghakiman (Principles of Sentencing)	YBhg. Dato' Shaik Daud bin Mohd Ismail	Bekas Hakim Mahkamah Rayuan Malaysia
Kursus Pengendalian Kes <i>Habeas Corpus</i>	YBhg. Dato' Abdul Kadir bin Sulaiman	Bekas Hakim Mahkamah Persekutuan
	Y.A. Tuan Haji Zainal Azman bin Abdul Aziz	Pesuruhjaya Kehakiman
<i>Public Talk - Law and Procedure Involving Personal Injury and Fatal Accident Claim</i>	Y.A. Tuan Mohamad Ariff bin Md. Yusof	<ul style="list-style-type: none"> • Pesuruhjaya Kehakiman, Bahagian Rayuan dan Kuasa-Kuasa Khas, Mahkamah Tinggi Kuala Lumpur • Lecturer in Law and Associate Professor and Deputy Dean, Law Faculty, University of Malaya (1974-1985)
Kursus Teknik Menulis Alasan Penghakiman	Y.A. Dato' Mary Lim Thiam Suan	Pesuruhjaya Kehakiman Mahkamah Tinggi Kuala Lumpur
Kursus Penghakiman Terus	Y.A. Tuan Harmindar Singh Dhaliwal	Pesuruhjaya Kehakiman Mahkamah Tinggi Kuala Lumpur
Kursus Teknik Menulis Alasan Penghakiman		
Panel Penilai untuk Kursus Pusat Penilaian Kompetensi (PPK) <i>Course on Statutory Duties and Statutory Powers</i>	YBhg. Datin Hajjah Azizah binti Nawawi	Timbalan Ketua Bahagian Guaman 1, Jabatan Peguam Negara
Panel Penilai untuk Kursus Pusat Penilaian Kompetensi (PPK)	YBrs. Tuan Haji Shamsulbahri bin Haji Ibrahim	Timbalan Ketua Bahagian Penyelidikan dan Pembangunan, Jabatan Peguam Negara
Kursus Lanjutan Tatabahasa dan Istilah	Prof. Dr. Awang bin Sariyan	<ul style="list-style-type: none"> • Pemegang Kerusi Pengajian Melayu (Malay Studies Chair) di BFSU, Beijing, China • Profesor Linguistik dan Perancangan Bahasa, Fakulti Bahasa Moden dan Komunikasi, Universiti Putra Malaysia (sejak 17 November 2005)
Kursus Jurisprudence	Dr. Mohd Iqbal bin Abdul Wahab	Pensyarah di Kulliyah Undang-Undang Ahmad Ibrahim, Universiti Islam Antarabangsa Malaysia, Gombak, Kuala Lumpur



Penceramah Luar Negara Foreign Lecturers

Kursus Course	Penceramah Speaker	Butiran Particulars
<i>Drafting Final Provisions Course</i>	<i>Prof. Justice V.C.R.A.C. Crabbe</i>	<ul style="list-style-type: none"> • <i>Commissioner of Statute Law Revision, Ghana dan Course Director of Commonwealth Legislative Drafting Course, Ghana</i>
<i>Workshop on the Techniques of Legal Opinion Writing</i>	<i>Prof. Richard Harding</i>	<ul style="list-style-type: none"> • <i>Senior General Counsel di Pejabat Peguam Cara Australia</i>
<i>Writing Grounds of Judgment Course</i>	<i>Prof. Emeritus James C Raymond</i>	<ul style="list-style-type: none"> • <i>President International Institute for Legal Writing and Reasoning, Amerika Syarikat</i> • <i>Profesor Emeritus di University of Alabama dan juga former editor of College English</i> • <i>Pengarang 'Literacy as Human Problem', 'Writing (Is an Unnatural Act)', 'English as a Discipline: or, Is There a Plot in This Play', 'Moves Writers Make' dan 'Clear Understandings: A Guide to Legal Writing (With Ronald L. Goldfarb)</i>
<i>Kursus Alasan Penghakiman bagi Hakim Mahkamah Sesyen</i>		
<i>Seminar on Terrorism</i>	<i>Associate Prof. Dr. David Wright</i>	<ul style="list-style-type: none"> • <i>Pensyarah dari Monash University Australia</i> • <i>Penasihat kepada Jabatan Polis di Sydney, Australia</i>
<i>Advocacy Skills Course</i>	<i>Associate Prof. Dr. Peter Ridgway</i>	<ul style="list-style-type: none"> • <i>Director International Prosecution Programmes di Centre for Transnational Crime Prevention, University of Wollongong, Australia</i>
	<i>Mr. Hugh Malcom Selby</i>	<ul style="list-style-type: none"> • <i>Reader, Legal Workshop di Kolej Undang-Undang, Australian National University</i>
<i>Case Management Course</i>	<ul style="list-style-type: none"> • <i>Dr. Richard Woolfson</i> • <i>Madam Jean Plotnikoff</i> 	<ul style="list-style-type: none"> • <i>Ahli Courts Board for Herts, Beds and Essex and chairs the Crown Prosecution Service Hate Crime Scrutiny Panel for Herts and Beds</i>
<i>Legislative Drafting Course (Module I, II and III)</i>	<i>Mr. Roger Neville Rose</i>	<ul style="list-style-type: none"> • <i>Freelance Legal Consultant dan Director of Studies dengan Royal International of Public Administration (RIPA)</i>
<i>Computer Forensic Investigation Course</i>	<i>Mr. Ronald Kevin Shifflet</i>	<ul style="list-style-type: none"> • <i>Jurutera Komputer</i> • <i>Pensyarah jemputan di University of Wollongong, Australia dan University of Manchester, cawangan Singapura</i>



Kursus Baru

New Courses

ILKAP telah mengadakan kursus baru dan kursus *ad hoc* bagi memenuhi keperluan latihan pelanggannya. Sebelas (11) kursus baru termasuk tiga (3) kursus *ad hoc* telah dijalankan pada tahun 2009 iaitu :

ILKAP conducted new courses and ad hoc courses to fulfil its clients' training needs. Eleven (11) new courses and three (3) ad hoc courses were conducted in 2009 namely :

Senarai Kursus Baru dan Kursus Ad Hoc <i>List of New Courses and Ad Hoc Courses</i>	
a.	Bengkel Pengurusan Kes Sivil <i>Workshop on Civil Case Management</i>
b.	Legal Reasoning, Negotiation Skills and Drafting Skills <i>Legal Reasoning, Negotiation Skills and Drafting Skills</i>
c.	Kursus Penyuntingan Terjemahan <i>Editing Translation Course</i>
d.	Executive Certificate in Enforcement Law Course <i>Executive Certificate in Enforcement Law Course</i>
e.	Kursus Jurisprudens <i>Jurisprudence Course</i>
f.	Executive Diploma in Enforcement Law Course <i>Executive Diploma in Enforcement Law Course</i>
g.	Kursus Khas Penolong Kanan Pendaftar <i>Special Course for Senior Assistant Registrar</i>
h.	Effective Prosecution of Murder Cases Course <i>Effective Prosecution of Murder Cases Course</i>
i.	Bengkel Penyediaan dan Penyampaian Penghujahan dalam Kes-kes Sivil <i>Workshop on Preparation and Submission in Civil Cases</i>
j.	Legal Reasoning, Negotiation Skills and Drafting Skills Course (<i>ad hoc</i>) <i>Legal Reasoning, Negotiation Skills and Drafting Skills Course (ad hoc)</i>
k.	Kursus Khas untuk Timbalan Pendakwa Raya (<i>ad hoc</i>) <i>Special Course for Deputy Public Prosecutor (ad hoc)</i>



Transformasi Latihan *Transformation in Training*



Program Latihan Undang-Undang (ILKAP- UiTM)

Sebagai menyahut cetusan idea YBhg. Tan Sri Ketua Setiausaha Negara, satu perjanjian Program Latihan Undang-Undang telah ditandatangani pada 5 Mei 2009 bertujuan untuk mengadakan kerjasama dalam menjalankan program latihan dalam bidang perundangan dan penguatkuasaan undang-undang.

Sebagai permulaan, dua (2) kursus iaitu *Executive Certificate in Enforcement Law Course* dan *Executive Diploma in Enforcement Law Course* telah dirancang dan dijalankan masing-masing pada 11 hingga 24 Mei 2009 dan 21 Jun 2009. Kursus ini adalah khas untuk pegawai penguatkuasaan dari Jabatan Kerajaan, Badan Berkanun dan Pihak Berkuasa Tempatan.

Penyertaan Pihak Swasta

Mesyuarat Lembaga Pengurusan ILKAP pada 11 September 2009 telah memutuskan untuk membuka penyertaan kursus kepada pihak swasta. Ia merupakan langkah awal bagi merealisasikan salah satu tujuan penubuhan ILKAP. Bermula 2010, ILKAP akan membuka penyertaan kursusnya kepada pihak swasta seperti peguam dari Majlis Peguam, Persatuan Undang-Undang Sabah, Persatuan Peguam-Peguam Sarawak, pensyarah undang-undang Institusi Pengajian Tinggi Swasta dan institusi swasta berkaitan.

Legal Training Programme (ILKAP- UiTM)

In responding to the idea mooted by the Chief Secretary to the Government of Malaysia, an agreement on a Legal Training Programme was executed on 5 May 2009 intended to create a collaboration in conducting training programme in the field of law and enforcement.

Two (2) courses that are the Executive Certificate in Enforcement Law Course and Executive Diploma in Enforcement Law Course were planned and conducted on 11 May 2009 and 21 May 2009 respectively. These courses especially for enforcement officers from government departments, statutory bodies and local authorities.

Private Sector Participation

The year 2010 will see a transformation in training where ILKAP has opened participation of courses to the private sector vide the proposal paper that was approved in the ILKAP's Board of Management Meeting on 11 September 2009. This is a step in realising one of the objectives of ILKAP's establishment. Beginning 2010, ILKAP will open the participation of its courses to the private sector for instance lawyers from the Bar Council, Sabah Legal Association, Sarawak Lawyers Association, law lecturers from private institutions of higher education and relevant private institutions.





Modul Pembentukan Peribadi

Pembentukan peribadi merupakan elemen penting bagi melahirkan pekhidmat awam yang beretika dan berkeperibadian tinggi. Bertitik-tolak dari cetusan idea YBhg. Tan Sri Ketua Setiausaha Negara, ILKAP menerapkan modul khas berkenaan pembentukan peribadi dalam beberapa kursus yang dianjurkan. Modul ini telah dilaksanakan dalam beberapa kursus seperti Kursus Pusat Penilaian Kompetensi (PPK) Tahap Kecekapan (TK) 3, 4 dan 5, Kursus Jurubahasa (Mahkamah Perusahaan), Kursus Khas untuk Timbalan Pendakwa Raya dan Kursus Pendakwaan Lanjutan (Pelbagai Jabatan).

Kursus Pusat Penilaian Kompetensi (PPK)

Bermula dari bulan Julai 2009, kurikulum Kursus Penilaian Tahap Kecekapan telah dipinda selaras dengan Surat Pekeliling Perkhidmatan (SPP) Bil. 19 Tahun 2008 dan dikenali sebagai Kursus Pusat Penilaian Kompetensi (PPK). Kurikulum baru untuk kursus ini telah dirangka secara bersama oleh ILKAP dan Unit Kompetensi, Jabatan Peguam Negara. Dari bulan Julai sehingga Disember 2009, sebanyak 11 sesi PPK telah berjaya dilaksanakan iaitu PPK 1 dan 2, 3, 4, 5 dan 6.

Kursus Biro Tatanegara

Berdasarkan kepada keputusan mesyuarat bertarikh 6 Julai 2009 di antara ILKAP dan Unit Kompetensi, Jabatan Peguam Negara, Kursus Biro Tatanegara bagi peserta Kursus Induksi Umum untuk pegawai perkhidmatan kehakiman dan perundangan yang sebelum ini dikendalikan oleh Unit Kompetensi, Jabatan Peguam Negara telah diambil alih oleh ILKAP. Kursus Biro Tatanegara yang pertama akan dikendalikan oleh ILKAP pada bulan Mac 2010 yang akan melibatkan 75 orang peserta.

Character Building Module

Courses related to integrity are important to equip a public servant with better values and ethics. In tandem with the proposal of the Chief Secretary to the Government of Malaysia, YBhg. Tan Sri Mohd Sidek bin Hassan, ILKAP has incorporated a special module on character building in several courses conducted. This module has been included into several courses such as Competency Evaluation Centre Course Level 3, 4 and 5, Interpreters' Course (Industrial Court), Special Course for Deputy Public Prosecutor and Prosecution Course (Various Departments) (Advance).

Competency Evaluation Centre Course

Starting from July 2009, the curriculum of Competency Evaluation Courses were amended in accordance with Surat Pekeliling Perkhidmatan (SPP) No. 19 Year 2008 and is now known as Competency Evaluation Centre Course. The new curriculum of these courses was jointly drafted by ILKAP and Competency Unit, Attorney General's Chambers. From July until December 2009, 11 PPK sessions were successfully conducted namely the PPK 1 and 2, 3, 4, 5 and 6.

Biro Tatanegara Course

Based on the decision in a meeting held on 6 July 2009 between ILKAP and Competency Unit, Attorney General's Chambers, Biro Tatanegara Course for participants of General Induction Course for judicial and legal officers that was previously handled by Competency Unit, Attorney General's Chambers will be taken over by ILKAP. The first Biro Tatanegara Course will be handled by ILKAP in March 2010 involving 75 participants.



Kursus Menarik Anjuran ILKAP

Interesting Courses Organised by ILKAP



Effective Prosecution of Murder Cases Course

Penganjuran kursus ini adalah untuk memberi pendedahan kepada Timbalan Pendakwa Raya untuk memantapkan kemahiran mereka dalam mengendalikan kes bunuh di Mahkamah.

Case Management Course

Objektif kursus ini adalah untuk mendedahkan peserta mengenai pembaharuan sistem keadilan global yang bertujuan untuk mengurangkan penangguhan dan meningkatkan kecekapan dalam prosedur pentadbiran Mahkamah. Kursus ini telah dihadiri oleh pegawai kanan Mahkamah. Penceramah bagi kursus ini adalah Dr. Richard Woolfson, iaitu ahli kepada *Courts Board for Hertfordshire and Member of the Civil Justice Working Group, United Kingdom*.

Kursus Diploma Penterjemahan Profesional (Sesi Khas Modul Undang-Undang)

Kursus ini bertujuan untuk meningkatkan keupayaan dan kecekapan dalam menghasilkan terjemahan yang berkualiti. Tenaga pengajar bagi kursus ini adalah dari Persatuan Penterjemahan Malaysia dan Dewan Bahasa dan Pustaka. Peserta yang lulus dalam ujian teori dan amali telah dianugerahkan Diploma Penterjemahan oleh Persatuan Penterjemahan Malaysia.

Effective Prosecution of Murder Cases Course

This course was organised to give exposure to Deputies Public Prosecutor in enhancing their experience in conducting murder cases.

Case Management Course

The objective of this course was to expose participants with the new global justice system to reduce postponement and to increase procedural efficiency in court's administration. This course received overwhelming participation from the court's senior officers. The speaker for this course was Dr. Richard Woolfson who is a member of the Courts Board for Herts, Beds and Essex, United Kingdom.

Diploma in Professional Translation Course (Special Session Law Module)

This course was conducted to increase the ability and effectiveness in producing a high quality translation. The trainers for this course were from Translation Association of Malaysia and Dewan Bahasa dan Pustaka. Participants who passed in theory and practical test were awarded a Diploma on Translation by the Translation Association of Malaysia.





Kursus Kerjasama Collaboration Courses



Dalam usaha ke arah menjadi pusat kecemerlangan dalam latihan perundangan, ILKAP optimis bahawa jalinan kerjasama bagi perkongsian ilmu, pengalaman dan percambahan idea adalah penting dalam pelaksanaan dan penguatkuasaan undang-undang. Pada tahun 2009, sebanyak 40 kursus telah dijalankan secara kerjasama berbanding 32 kursus pada tahun sebelumnya. Ini membuktikan wujudnya jalinan kerjasama yang mantap dan berterusan antara ILKAP dan agensi Kerajaan dalam penganjuran kursus.

Kursus yang dijalankan adalah seperti Kursus Penyiasatan dan Penguatkuasaan, Kursus Pendakwaan Asas, Kursus Pendakwaan Lanjutan dan Kursus Gubalan Asas.

Agensi Kerajaan yang telah bekerjasama dengan ILKAP pada tahun 2009 adalah seperti Agensi Anti Dadah Kebangsaan (AADK), Pejabat Pesuruhjaya Sukan, Kementerian Kerajaan Tempatan dan Perumahan Sabah, Jabatan Warisan Negara, Pejabat Tanah dan Galian Negeri Selangor, Kementerian Alam Sekitar dan Kesihatan Awam Sarawak dan Jabatan Pendaftaran Pertubuhan.

Peranan ILKAP bukan sahaja menganjur latihan malahan menjangkau kepada penyebaran ilmu kepada pekhidmat awam di jabatan Kerajaan. Pegawai ILKAP telah dijemput menyampaikan ceramah di institut latihan lain seperti Institut Tanah dan Ukur Negara (INSTUN), Akademi Bomba dan Penyelamat, Akademi Jabatan Pengangkutan Jalan Melaka, Akademi Imigresen, Maktab Polis Diraja Malaysia (PDRM), Institut Keselamatan dan Kesihatan Pekerjaan Negara (NIOSH) dan lain-lain.

Striving to be a centre of excellence in legal training, ILKAP is optimistic that collaboration is important for experiences and knowledge sharing and development of ideas towards effective execution and enforcement of law. In 2009, 40 courses were conducted in collaboration as compared to 32 courses in the previous year. This proves excellent and continuous collaboration between ILKAP and Government departments and agencies towards organising more comprehensive and relevant courses.

Among courses conducted were Kursus Penyiasatan dan Penguatkuasaan, Kursus Pendakwaan Asas and Kursus Pendakwaan Lanjutan.

Departments and agencies that have collaborated with ILKAP in 2009 were National Anti-Drug Agency (AADK), Sport Commissioner Office, Sabah Ministry of Housing and Local Government, National Heritage Department, Selangor Land and Mineral Office, Sarawak Ministry of Environment and Public Health and Registry of Society Department.

ILKAP's role is not confined to organising training but extend to delivering lectures to public servants. This is proven by high and constant demand for ILKAP's officers to give lectures for courses organised by other training institutes. Among the institutes that requested were National Land and Survey Institute (INSTUN), Fire and Rescue Academy, Malacca Academy of Road Transport Department, Immigration Academy, Royal Malaysia Police College (PDRM) and National Institute Occupational Safety and Health (NIOSH).





Program Kerjasama Teknikal Malaysia *Malaysian Technical Cooperation Programme (MTCP)*



Seiring dengan semangat perkongsian pengalaman dan maklumat di kalangan negara membangun, ILKAP dengan kerjasama Unit Perancang Ekonomi, Jabatan Perdana Menteri telah menganjurkan kursus/bengkel di bawah Program Kerjasama Teknikal Malaysia (*MTCP*).

Atas kesedaran perihai pentingnya mediasi dalam mempercepatkan proses keadilan, ILKAP telah menetapkan Bengkel Mediasi sebagai pengisian bagi program *MTCP* pada tahun 2009. Bengkel ini telah dijalankan selama 10 hari bermula dari 3 hingga 13 Ogos 2009. Permohonan yang diterima untuk Bengkel ini begitu menggalakkan tetapi atas kekangan peruntukan kewangan hanya seramai 15 orang peserta telah dipilih. Peserta yang terpilih adalah dari Sri Lanka, Myanmar, Namibia, Ghana, Uganda, Maldives dan Indonesia. Bengkel ini juga telah dihadiri oleh peserta dari Malaysia untuk menggalakkan percambahan minda, perkongsian pendapat, pengetahuan dan pengalaman di kalangan peserta terlibat.

In line with the spirit of experience and information sharing among developing nations, ILKAP in cooperation with the Economic Planning Unit, Prime Minister's Department organised a course/workshop under the Malaysian Technical Cooperation Programme (MTCP).

On the awareness of the utmost importance of mediation to expedite the process of justice, ILKAP decided that Workshop on Mediation to be the content for MTCP programme for 2009. The workshop was conducted for 10 days from 3 to 13 August 2009. An overwhelming response was



received for this Workshop but due to limited fund, only 15 participants were selected. The participants that were selected were from Sri Lanka, Myanmar, Namibia, Ghana, Uganda, Maldives and Indonesia. This Workshop was also attended by local participants in order to encourage proliferation of mind, ideas, knowledge and experience among the participants.





Pembangunan Modal Insan

Human Capital Development

Menyedari kepentingan pembangunan modal insan dalam agenda transformasi perkhidmatan awam, ILKAP telah menjalankan pelbagai kursus bagi meningkatkan kompetensi pegawai dan kakitangan ILKAP. Beberapa kursus telah dirangka dan dilaksana di bawah Program Institut Latihan Awam (ILA) bertujuan untuk melatih tenaga pengajar ILKAP. Antara kursus yang telah dijalankan adalah seperti berikut:

In realising the importance of Human Capital Development in executing transformation into public service, ILKAP conducted various courses to improve the competence of officers and staff. Courses that were designed and carried out under the Program Institut Latihan Awam (ILA) is to train the trainers of ILKAP. Among the courses conducted were as follows:



- a. *Leadership Course;*
- b. *Train the Trainers Course: Effective Presentation Course;*
- c. *Kursus Komputer: Power Point; dan*
- d. *Mentoring and Coaching Course.*

- a. *Leadership Courses;*
- b. *Train the Trainers Course: Effective Presentation Course;*
- c. *Kursus Komputer: Power Point; and*
- d. *Mentoring and Coaching Course.*

Dalam usaha untuk meningkatkan kemahiran, kecekapan dan kualiti kerja serta memupuk semangat kerja berpasukan di kalangan warga ILKAP, beberapa kursus telah dilaksanakan seperti berikut:

In the effort to increase the expertise, efficiency and work quality as well as to instill the ability to work as a team among the officers of ILKAP, a number of courses were conducted. Such courses are as follows:

- a. *Team Building Course;*
- b. *Transition to MS ISO 9001:2008 Course;*
- c. *Kursus Petunjuk Prestasi Utama; dan*
- d. *Kursus Kecemerlangan Organisasi.*

- a. *Team Building Course;*
- b. *Transition to ISO 9001:2008 Course;*
- c. *Key Performance Indicators Course; and*
- d. *Excellent Organisation Course.*



ILKAP Beyond Today

2009 merupakan tahun yang bermakna bagi Bahagian Latihan dengan penglibatannya dalam pelbagai aktiviti demi menjadi sebuah pusat kecemerlangan dalam bidang latihan perundangan yang terunggul di rantau ini. Bahagian Latihan akan sentiasa peka dan bertindak seiring arus perkembangan perundangan semasa bagi menjamin kelancaran dan keberkesanan transformasi ILKAP.

2009 was very meaningful to the Training Division with its involvement of various activities towards becoming the centre of excellence in legal training in this region. The Training Division will always be vigilant and take measures in line with the current legal development to ensure smoothness and effectiveness of ILKAP's transformation.





Program Latihan Tahun 2009

Training Programme for the Year 2009

Januari January		
BIL. NO.	KURSUS COURSES	TARIKH DATE
1.	Seminar Pindaan Kanun Tatacara Jenayah dan Kanun Keseksaan <i>Seminar on Amendment of Criminal Procedure Code and Penal Code</i>	5 - 7
2.	Kursus Khas untuk Jabatan Insolvensi Malaysia <i>Special Course for Malaysia Department of Insolvency</i>	5 - 8
3.	Bengkel Penyediaan Plying <i>Workshop on Preparation of Pleadings</i>	7 - 9
4.	Kursus Penyiasatan dan Penguatkuasaan (Pelbagai Jabatan) Bil.1/2009 <i>Course on Investigation and Enforcement (Various Departments) No.1/2009</i>	12 - 14
5.	Kursus Persediaan Peperiksaan PTK untuk Pembantu Tadbir Perkeranian/Kesetiausahaan Gred N17 dan N22 Bil. 1/2009 <i>Preparation for PTK Examination for Administrative Clerical Assistant/ Secretarial Grade N17 and N22 No.1/2009 Course</i>	12 - 14
6.	Kursus Majistret <i>Magistrate Course</i>	12 - 16
7.	Kursus Legislative Drafting — Modul 2 <i>Legislative Drafting Course — Module 2</i>	12 - 30
8.	Kursus Penghakiman Terus <i>Summary Judgement Course</i>	19 - 21
9.	Kursus Penyelidikan Undang-Undang Bil. 1/2009 <i>Legal Research Course No.1/2009</i>	19 - 22





Februari February

BIL. NO.	KURSUS COURSES	TARIKH DATE
11.	Course on Overview of Mutual Legal Assistance and Extradition Proceedings <i>Course on Overview of Mutual Legal Assistance and Extradition Proceedings</i>	2 - 4
12.	Kursus Komputer (Microsoft Office Specialist) – Word (Pelbagai Gred) Bil. 1/2009 <i>Computer Course (Microsoft Office Specialist) – Word (Various Grade) No. 1/2009</i>	2 - 5
13.	Kursus Gubalan Undang-Undang (Asas) untuk Pegawai Undang-Undang <i>Drafting Laws (Basic) for Legal Officers Course</i>	3 - 6
14.	Kursus Jurubahasa (Penterjemahan Lisan) <i>Interpreter Course (Oral Interpretation)</i>	2 - 5
15.	Kursus <i>Medico-Legal</i> (Pentadbir Perubatan) <i>Medico-Legal (Medical Administrator) Course</i>	10 - 12
16.	Bengkel Prosedur Rayuan Jenayah dan Sivil dari Peringkat Mahkamah Rendah ke Mahkamah Persekutuan <i>Workshop on Criminal and Civil Appeal Procedures from Lower Court to Federal Court</i>	10 - 12
17.	Kursus Pendakwaan (Pelbagai Jabatan) Bil. 1/2009 <i>Prosecution Course (Various Departments) No. 1/2009</i>	16 - 20
18.	Kursus Pengurusan Keselamatan Fail dan Pejabat <i>Security Management of Files and Office Course</i>	16 - 18
19.	Kursus Pengendalian dan Pengemukakan Keterangan Digital <i>Managing and Tendering of Digital Evidence Course</i>	16 - 18
20.	Kursus Persediaan Penilaian Tahap Kecekapan 1 dan 2 Siri 9 Bil. 1/2009 <i>Preparation for Competency Evaluation Examination Level 1 and 2 Series 9 No. 1/2009 Course</i>	16 - 20
21.	Peperiksaan Penilaian Tahap Kecekapan 1 dan 2 Bil. 1/2009 <i>Competency Evaluation Examination Level 1 and 2 No. 1/2009</i>	23 - 24
22.	Kursus Penilaian Tahap Kecekapan 4 Siri 17 Bil. 1/2009 <i>Competency Evaluation Level 4 Series 17 No. 1/2009</i>	18 - 26
23.	Kursus Persediaan Peperiksaan PTK untuk Pembantu Undang-Undang <i>Preparation for PTK Examination for Legal Assistant Course</i>	23 – 25
24.	Keterampilan Bahasa untuk Komunikasi Berkesan, Penulisan Laporan, Surat Rasmi dan Minit Mesyuarat <i>Language Proficiency for Effective Communication, Writing of Reports, Official Letters and Meeting's Minutes Course</i>	23 – 26



Mac March

BIL. NO.	KURSUS COURSES	TARIKH DATE
25.	Kursus Pelaksanaan Perintah untuk Pembantu Tadbir Undang-Undang (Bailif) – Mahkamah <i>Course on Execution of Order for Legal Administrative Assistant (Bailiff) – Court</i>	2 – 4
26.	Kursus Tribunal Tuntutan Pengguna <i>Course on Consumer Claim Tribunal</i>	2 – 5
27.	Effective Prosecution of Commercial Crime Offences Course <i>Effective Prosecution of Commercial Crime Offences Course</i>	2 – 6
28.	Kursus Teknik Pemeriksaan Saksi dan Penghujahan (Pelbagai Jabatan) <i>Witness Examination Techniques and Submission (Various Departments) Course</i>	2 – 6
29.	Kursus Penulisan Alasan Penghakiman bagi Hakim Mahkamah Sesyen <i>Judgement Writing Course for Session Court Judges</i>	11 - 13
30.	Kursus Penulisan Alasan Penghakiman bagi Hakim Mahkamah Tinggi <i>Judgement Writing Course for High Court Judges</i>	16
31.	Kursus Penolong Kanan Pendaftar dan Timbalan Pendaftar <i>Senior Assistant Registrar and Deputy Registrar Course</i>	16 – 19
32.	Kursus Persediaan Peperiksaan PTK untuk Pembantu Tadbir Perkeranian/Kesetiausahaan Gred N17 dan N22 Bil. 2/2009 <i>Preparation for PTK Examination for Administrative Clerical Assistant/ Secretarial Grade N17 and N22 No.2/2009 Course</i>	16 – 18
33.	Bengkel Pengurusan Kes Sivil <i>Workshop on Civil Cases Management</i>	16 – 18
34.	Kursus Induksi Khusus Bil. 1/2009 <i>Specific Induction Course No. 1/2009</i>	10 – 12
35.	Kursus Induksi Khusus Bil. 2/2009 <i>Specific Induction Course No. 2/2009</i>	10 – 12
36.	Kursus Induksi Umum Bil. 1/2009 <i>General Induction Course No. 1/2009</i>	13 – 26
37.	Kursus Induksi Umum Bil. 2/2009 <i>General Induction Course No. 2/2009</i>	13 – 26
38.	Seminar Undang-Undang Syariah <i>Seminar on Syariah Law</i>	16 – 19
39.	Kursus Jurubahasa (Penterjemahan Dokumen) <i>Interpreter Course (Document Translation)</i>	16 – 19
40.	Seminar Pakar Judi <i>Seminar on Gaming Expert</i>	23 - 25
41.	Kursus Jurubahasa/ Pembantu Tadbir Undang-Undang Mahkamah (Modul Pentadbiran dan Kewangan) <i>Courts' Interpreter/Legal Administrative Assistant (Administration and Finance Module) Course</i>	23 – 25
42.	Kursus Tatabahasa, Peristilahan, Penterjemahan dan Pemakaiannya dalam Undang-Undang <i>Course on Grammar, Terminology, Translation and Its Legal Application</i>	23 – 26
43.	Kursus Pengendalian Kes-Kes Habeas Corpus <i>Course on Conducting Habeas Corpus Cases</i>	23 – 27



April April

BIL. NO.	KURSUS COURSES	TARIKH DATE
44.	Kursus untuk Kakitangan ILKAP Bil. 1/2009 <i>Course for ILKAP's Staff No. 1/2009</i>	2 – 5
45.	Kursus Medico-Legal (Paramedik) <i>Medico-Legal Course (Paramedic)</i>	6 – 8
46.	Constructions of Contract Course <i>Constructions of Contract Course</i>	6 – 8
47.	Kursus Komputer (Microsoft Office Specialist) – Word (Pelbagai Gred) Bil. 2/2009 <i>Computer Course (Microsoft Office Specialist) – Word (Various Grade) No. 2/2009</i>	6 – 9
48.	Seminar on Money Laundering <i>Seminar on Money Laundering</i>	6 – 8
49.	Course on Effective Writing for Legal Profession (British Council) <i>Course on Effective Writing for Legal Profession (British Council)</i>	13 – 14
50.	Course on Communicate with Confidence (British Council) <i>Course on Communicate with Confidence (British Council)</i>	13 – 14
51.	Advocacy Skills Course <i>Advocacy Skills Course</i>	20 - 23
52.	Kursus Pendakwaan Lanjutan (Pelbagai Jabatan) Bil. 1/2009 <i>Advance Prosecution Course (Various Departments) No. 1/2009</i>	20 - 24
53.	Kursus Peranan Sains Forensik dalam Kes-Kes Sivil dan Jenayah (Modul 1) PDRM <i>Course on Role of Forensic Science in Civil and Criminal Cases (Module 1) PDRM</i>	20 - 24
54.	Peperiksaan Penilaian Tahap Kecekapan 1 dan 2 Bil. 2/2009 <i>Competency Evaluation Examination Level 1 and 2 No. 2/2009</i>	27 - 28
55.	Kursus Siasatan Kematian dan Fail-Fail Laporan Mati Mengejut <i>Sudden Death Report Files and Death Investigation Course</i>	27 - 29
56.	Kursus Medico-Legal untuk Pegawai Undang-Undang <i>Course on Medico-Legal for Legal Officers</i>	27 - 29
57.	Kursus Penaksiran Kos untuk Majistret dan Pendaftar <i>Course on Cost Taxation for Magistrate and Registrar</i>	27 - 29
58.	Kursus Jurubahasa (Peraturan dan Prosedur) Mahkamah <i>Courts' Interpreter (Rules and Procedures) Course</i>	27 - 30
59.	Kursus Petunjuk Prestasi Utama (KPI) Sektor Awam <i>Public Sector's Key Performance Indicators (KPI) Course</i>	30



Mei May

BIL. NO.	KURSUS COURSES	TARIKH DATE
60.	Kursus Hak-Hak Wanita dalam Undang-Undang Keluarga Islam di Malaysia <i>Women's Rights in Islamic Family Law in Malaysia Course</i>	4 - 6
61.	Kursus Gubalan Undang-Undang (Asas) Pelbagai Jabatan <i>Course on Legislative Drafting (Basic) for Various Departments</i>	4 - 7
62.	Kursus Penguatkuasaan dan Pelaksanaan Perintah Mahkamah Syariah – JKSM <i>Kursus Penguatkuasaan and Pelaksanaan Perintah Mahkamah Syariah – JKSM</i>	4 – 8
63.	Legal Reasoning, Negotiation Skills and Drafting Skills Course <i>Legal Reasoning, Negotiation Skills and Drafting Skills Course</i>	5 - 7
64.	Kursus Penilaian Tahap Kecekapan 5 Siri 10 Bil. 1/2009 <i>Competency Evaluation Level 5 Series 10 No. 1/2009</i>	6 – 14
65.	Kursus Keterangan Kanak-Kanak <i>Child Evidence Course</i>	11 – 14
66.	Bengkel Mediasi <i>Workshop on Mediation</i>	11 – 13
67.	Kursus Prinsip-Prinsip Penghukuman <i>Principles of Sentencing Course</i>	11 – 13
68.	Kursus Penyuntingan Terjemahan <i>Translation Editing Course</i>	11 – 15
69.	Executive Certificate in Enforcement Law Course (ILKAP – UiTM) <i>Executive Certificate in Enforcement Law Course (ILKAP – UiTM)</i>	11 - 24
70.	Seminar on Terrorism (Pegawai ILKAP) <i>Seminar on Terrorism (ILKAP's Officers)</i>	13 - 15
71.	Kursus Penilaian Tahap Kecekapan 3 Siri 14 Bil. 1/2009 <i>Competency Evaluation Level 3 Series 14 No. 1/2009</i>	13 – 21
72.	Kursus Penilaian Tahap Kecekapan 3 Siri 15 Bil. 2/2009 <i>Competency Evaluation Level 3 Series 15 No. 2/2009</i>	13 – 21
73.	Kursus Penyiasatan Forensik Komputer <i>Course on Computer Forensic Investigation</i>	18 – 20
74.	Kursus Pendakwaan Berkesan Kesalahan Seksual <i>Effective Prosecution of Sexual Offences Course</i>	18 – 22
75.	Kursus Keterangan Pakar <i>Course on Expert Evidence</i>	18 – 22
76.	Kursus Penilaian Tahap Kecekapan 6 Siri 16 Bil. 1/2009 <i>Competency Evaluation Level 6 Series 16 No. 1/2009</i>	18 – 29
77.	Kursus Jurubahasa/Pembantu Tadbir Undang-Undang Mahkamah (Modul Perundangan) <i>Courts' Interpreter/Legal Administrative Assistant Course (Legal Module)</i>	25 - 27



Jun June

BIL. NO.	KURSUS COURSES	TARIKH DATE
78.	Kursus Jurisprudens <i>Jurisprudence Course</i>	1 – 3
79.	Bengkel Penyediaan dan Pengendalian Kes Sivil untuk Pembantu Undang-Undang (Pelbagai Jabatan) <i>Workshop on Preparation and Handling of Civil Cases for Legal Assistant (Various Departments)</i>	1 – 2
80.	Seminar Mahkamah Elektronik <i>Seminar on Electronic's Court</i>	1 – 3
81.	Kursus Komputer (Microsoft Office Specialist) – Excel (Pelbagai Gred) <i>Computer Course (Microsoft Office Specialist) – Excel (Various Grade)</i>	1 – 4
82.	Kursus Kepimpinan (Pegawai ILKAP) <i>Leadership Course (ILKAP's Officers)</i>	5 – 7
83.	Seminar on DNA Profiling <i>Seminar on DNA Profiling</i>	8 – 10
84.	Kursus Penyiasatan dan Penguatkuasaan (Pelbagai Jabatan) Bil. 2/2009 <i>Course on Investigation and Enforcement (Various Departments) No. 2/2009</i>	8 – 10
85.	Kursus Penyelidikan Undang-Undang Bil. 2/2009 <i>Legal Research Course No. 2/2009</i>	8 - 11
86.	Kursus Induksi Umum Bil. 3/2009 <i>General Induction Course No. 3/2009</i>	11 – 25
87.	Kursus Khas untuk Biro Bantuan Guaman <i>Special Course for Legal Aid Bureau</i>	15 - 18
88.	Kursus Pendakwaan untuk TPR - Expert Witnesses and Their Role – Case Study <i>Prosecution Course for Deputy Public Prosecutor - Expert Witnesses and Their Role – Case Study</i>	22 - 26
89.	Kursus Persediaan Penilaian Tahap Kecekapan 1 dan 2 Siri 10 Bil. 2/2009 <i>Preparation for Competency Evaluation Examination Level 1 and 2 Series 10 No.2/2009 Course</i>	22 - 26
90.	Peperiksaan Penilaian Tahap Kecekapan 1 dan 2 Bil. 3/2009 <i>Competency Evaluation Examination Level 1 and 2 No.3/2009</i>	29 - 30
91.	Legislative Drafting Course – Module 3 <i>Legislative Drafting Course – Module 3</i>	22 – 10 Julai
92.	Executive Diploma in Enforcement Law Course (ILKAP - UiTM) <i>Executive Diploma in Enforcement Law Course (ILKAP - UiTM)</i>	Jun - Oktober



Julai July

BIL. NO.	KURSUS COURSES	TARIKH DATE
93.	Train the Trainers : Effective Training Skills <i>Train the Trainers : Effective Training Skills</i>	3 – 5
94.	Kursus Pengendalian Barang Kes (Pelbagai Jabatan) <i>Course on Handling of Exhibits (Various Departments)</i>	6 – 10
95.	Kursus Khas untuk Timbalan Pendakwa Raya Bil. 1/2009 <i>Special Course for Deputy Public Prosecutor No.1/2009</i>	6 - 17
96.	Bengkel Petunjuk Prestasi Utama (KPI) <i>Keys Performance Indicators (KPI) Workshop</i>	8 – 10
97.	Kursus Tahanan dan Tangkapan oleh Pihak-Pihak Berkuasa <i>Course on Detention and Arrest by Authorities</i>	13 – 15
98.	Kursus Induksi Khusus Bil. 3/2009 <i>Specific Induction Course No. 3/2009</i>	13 – 15
99.	Kursus Induksi Umum Bil. 3/2009 <i>General Induction Course No. 3/2009</i>	16 – 30
100.	Kursus Khas untuk Penolong Kanan Pendaftar <i>Special Course for Senior Assistant Registrar</i>	20 - 23
101.	Kursus Pusat Penilaian Kompetensi Tahap Kecekapan 6 Siri 17 Bil. 2/2009 <i>Competency Evaluation Level 6 Series 17 No. 2/2009</i>	27 – 31
102.	Kursus <i>Medico-Legal</i> (Jururawat) <i>Medico-Legal Course (Nurse)</i>	27 – 29
103.	Bengkel Penyediaan dan Penyampaian Penghujahan dalam Kes-Kes Civil <i>Workshop on Preparation and Submission in Civil Cases</i>	27 – 29
104.	Kursus Perbankan dan Kewangan Islam <i>Islamic Banking and Finance Course</i>	27 – 31
105.	Workshop on the Techniques of Legal Opinion Writing <i>Workshop on the Techniques of Legal Opinion Writing</i>	27 – 31
106.	Kursus Pendakwaan untuk TPR - <i>Cyber Crimes in Malaysia</i> <i>Prosecution Course for Deputy Public Prosecutor - Cyber Crimes in Malaysia</i>	27 – 31



Ogos August

BIL. NO.	KURSUS COURSES	TARIKH DATE
107.	Human Trafficking Course <i>Human Trafficking Course</i>	3 – 5
108.	Kursus Teknik Menulis Alasan Penghakiman <i>Writing Ground of Judgment Techniques Course</i>	3 – 5
109.	Course on Functional English For Support Staff No. 1/2009 <i>Course on Functional English For Support Staff No. 1/2009</i>	3 - 6
110.	Kursus Pendakwaan (Pelbagai Jabatan) Bil. 2/2009 <i>Prosecution Course (Various Departments) No. 2/2009</i>	3 – 7
111.	Kursus Pusat Penilaian Kompetensi Tahap Kecekapan 5 Siri 11 Bil. 2/2009 <i>Competency Evaluation Centre Level 5 Series 11 No. 2/2009 Course</i>	3 – 7
112.	Malaysian Technical Cooperation Programme (MTCP) – Workshop on Mediation <i>Malaysian Technical Cooperation Programme (MTCP) – Workshop on Mediation</i>	3 – 13
113.	Kursus Diploma Penterjemahan Profesional PPM-DBP (Sesi Khas Modul Undang-Undang) <i>Diploma in Professional Translation Course MPA – DBP (Special Session Legal Module)</i>	3 - 20
114.	Course on Statutory Duties and Statutory Powers <i>Course on Statutory Duties and Statutory Powers</i>	11 - 12
115.	Kursus Pusat Penilaian Kompetensi Tahap Kecekapan 4 Siri 18 Bil. 2/2009 <i>Competency Evaluation Centre Level 4 Series 18 No. 2/2009 Course</i>	10 – 14
116.	Kursus Undang-Undang Keterangan dan Pemakaiannya dalam Perbicaraan (Pelbagai Jabatan) <i>Course on Laws of Evidence and Its Application in Trials (Various Departments)</i>	10 – 14
117.	Kursus Medico-Legal (Pakar Perubatan) <i>Course on Medico-Legal (Medical Experts)</i>	17 – 19
118.	Kursus Peranan Sains Forensik dalam Kes-Kes Sivil dan Jenayah (Modul 2) Jabatan Kimia <i>Course on Role of Forensic Science in Civil and Criminal Cases (Module 2) Chemistry Department</i>	17 – 20
119.	Drafting Final Provisions Course <i>Drafting Final Provisions Course</i>	17 – 21
120.	Course on Effective Prosecution of Offences under the Dangerous Drugs Act 1952 and Dangerous Drugs (Forfeiture of Property) Act 1988 <i>Course on Effective Prosecution of Offences under the Dangerous Drugs Act 1952 and Dangerous Drugs (Forfeiture of Property) Act 1988</i>	17 – 21
121.	Kursus Lanjutan Tatabahasa dan Istilah <i>Advance Grammar and Terminology Course</i>	17 – 21

September September

BIL. NO.	KURSUS COURSES	TARIKH DATE
122.	Kursus Khas untuk Timbalan Pendakwa Raya Bil. 2/2009 <i>Special Course for Deputy Public Prosecutor No.2/2009</i>	28 Sept – 9 Okt



Oktober October

BIL. NO.	KURSUS COURSES	TARIKH DATE
123.	Public Talk: Law and Procedure Involving Personal Injuries and Fatal Accident Claims <i>Public Talk: Law and Procedure Involving Personal Injuries and Fatal Accident Claims</i>	1
124.	Stress Management Talk <i>Stress Management Talk</i>	2
125.	Kursus Jurubahasa (Peraturan dan Prosedur) Mahkamah Perusahaan <i>Industrial Court's Interpreter (Procedures and Regulations) Course</i>	5 – 6
126.	Kursus Pusat Penilaian Kompetensi Tahap Kecekapan 5 Siri 12 Bil. 3/2009 <i>Competency Evaluation Centre Level 5 Series 12 No. 3/2009 Course</i>	5 – 9
127.	Kursus Pembantu Undang-Undang L 29 <i>Course for Legal Assistant L29</i>	12 – 13
128.	Course on Intellectual Property – Copyright Infringement, Investigation and Prosecution <i>Course on Intellectual Property – Copyright Infringement, Investigation and Prosecution</i>	12 – 14
129.	Kursus Peraturan-Peraturan Majlis Mesyuarat Dewan Rakyat dan Dewan Negara <i>House of Representatives and House of Senate Meeting's Regulations Course</i>	12 – 14
130.	Course on Functional English For Support Staff No. 2/2009 <i>Course on Functional English For Support Staff No. 2/2009</i>	12 – 15
131.	Kursus Pusat Penilaian Kompetensi Tahap Kecekapan 4 Siri 19 Bil. 3/2009 <i>Competency Evaluation Centre Level 4 Series 19 No. 3/2009 Course</i>	12 – 16
132.	Kursus Pendakwaan Lanjutan (Pelbagai Jabatan) Bil. 2/2009 <i>Advance Prosecution Course (Various Department) No.2/2009</i>	12 – 16
133.	Kursus Tafsiran Statut <i>Course on Interpretation of Statute</i>	19 – 21
134.	Course on Drafting of Contract – Privatisation and ICT Contracts <i>Course on Drafting of Contract – Privatisation and ICT Contracts</i>	19 – 23
135.	Effective Prosecution of Murder Cases Course <i>Effective Prosecution of Murder Cases Course</i>	19 – 23
136.	Kursus Komputer (Pegawai ILKAP) <i>Computer Course (ILKAP's Officers)</i>	23 – 25
137.	Kursus Persediaan dan Pusat Penilaian Kompetensi Tahap Kecekapan 1 dan 2 Bil. 4/2009 <i>Preparation and Competency Evaluation Centre Level 1 and 2 No. 4/2009 Course</i>	26 - 30
138.	Kursus Pusat Penilaian Kompetensi Tahap Kecekapan 3 Siri 16 Bil. 3/2009 <i>Competency Evaluation Centre Level 3 Series 16 No. 3/2009 Course</i>	26 – 30



November November

BIL. NO.	KURSUS COURSES	TARIKH DATE
139.	Seminar on International Law – Addressing Issues and Challenges in Formulating, Drafting, Negotiating and Complying with International Instruments <i>Seminar on International Law – Addressing Issues and Challenges in Formulating, Drafting, Negotiating and Complying with International Instruments</i>	2 – 5
140.	Kursus Pusat Penilaian Kompetensi Tahap Kecekapan 5 Siri 13 Bil. 4/2009 <i>Competency Evaluation Centre Level 5 Series 13 No. 4/2009 Course</i>	2 – 6
141.	Coaching and Mentoring Course <i>Coaching and Mentoring Course</i>	9-10
142.	Seminar on Judicial Review <i>Seminar on Judicial Review</i>	9-11
143.	Kursus Pusat Penilaian Kompetensi Tahap Kecekapan 6 Siri 19 Bil. 4/2009 <i>Competency Evaluation Centre Level 6 Series 19 No. 4/2009 Course</i>	9 – 13
144.	Kursus Pusat Penilaian Kompetensi Tahap Kecekapan 4 Siri 20 Bil. 4/2009 <i>Competency Evaluation Centre Level 4 Series 20 No. 4/2009 Course</i>	16 – 20

Disember December

BIL. NO.	KURSUS COURSES	TARIKH DATE
146.	Legislative Drafting (Translating Policy Into Legislation) Course <i>Legislative Drafting (Translating Policy Into Legislation) Course</i>	30 Nov – 4 Dis
147.	Case Management Course <i>Case Management Course</i>	30 Nov – 4 Dis
148.	Kursus Kepeguaman dalam Perbicaraan Jenayah Termasuk Persediaan Pra-Perbicaraan untuk Pegawai Undang-Undang <i>Advocacy Skills in Criminal Trial Including Pre-trial Preparation for Legal Officers' Course</i>	30 Nov – 4 Dis
149.	Kursus Pusat Penilaian Kompetensi Tahap Kecekapan 3 Siri 17 Bil. 4/2009 <i>Competency Evaluation Centre Level 3 Series 17 No. 4/2009 Course</i>	30 Nov – 4 Dis
150.	Kursus untuk Pegawai dan Kakitangan ILKAP Bil. 2/2009 <i>Course for ILKAP's Officers and Staff No.2/2009</i>	3 – 6







Bahagian Pengurusan
Management Division



Bahagian Pengurusan *Management Division*



Bahagian Pengurusan berperanan sebagai penggerak utama operasi ILKAP dengan menyediakan perkhidmatan sokongan yang berkualiti kepada pelaksanaan bidang teras ILKAP menerusi empat (4) unit utamanya iaitu Unit Kewangan, Unit Pentadbiran dan Sumber Manusia, Unit Domestik dan Penyelenggaraan dan Unit Teknologi Maklumat dan Komunikasi (mulai 16 September 2009). Sepanjang tahun 2009, Bahagian Pengurusan telah melaksanakan program dan aktiviti di bawah fungsi-fungsi utamanya untuk menyokong dan memastikan keseluruhan program dan aktiviti ILKAP yang terancang dapat dilaksana dengan jayanya.

The Management Division functions as the main player in ILKAP's operation by providing quality support services to ILKAP's core business through its four (4) units; Finance Unit, Administration and Human Resource Unit, Domestic and Maintenance Unit and ICT Unit (since 16 September 2009). In 2009, the Management Unit carried out programmes and activities to support and ensure the overall achievement of ILKAP's programmes and activities.

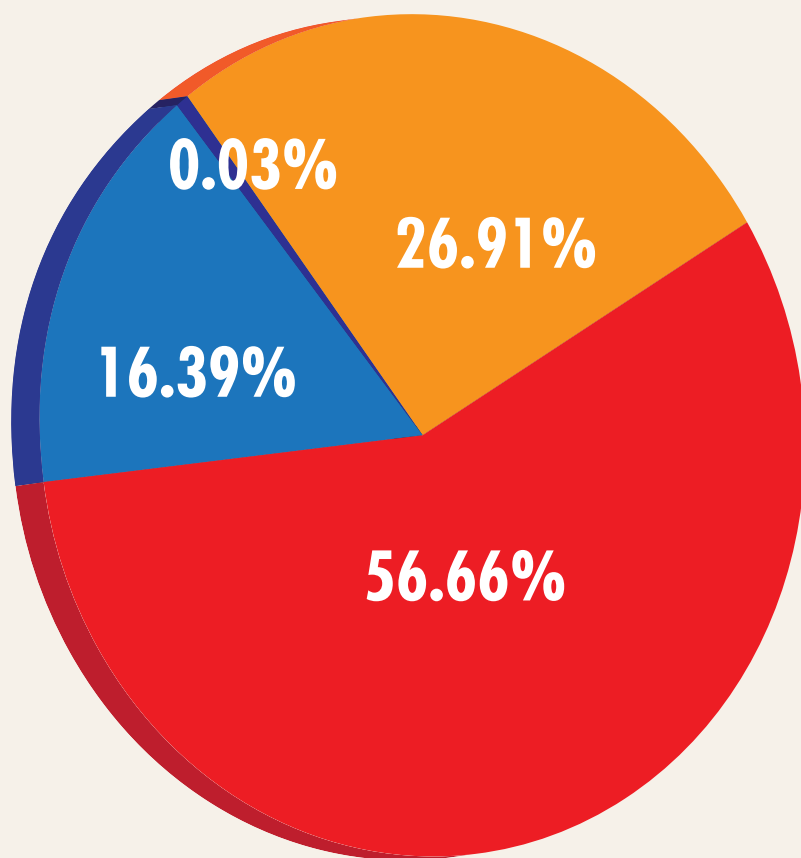




Pengurusan Kewangan *Financial Management*

Pada tahun 2009, ILKAP telah diperuntukkan sebanyak RM13,170,000.00 untuk pelaksanaan program-program latihan, pembayaran emolumen, pembangunan modal insan, penyelenggaraan dan menaik taraf kemudahan, perolehan harta modal, pembayaran bil dan utiliti dan lain-lain lagi. Sehingga akhir penutupan akaun tahun 2009, prestasi perbelanjaan mengurus keseluruhan ILKAP mencapai 98.85 peratus. Pecahan prestasi perbelanjaan adalah seperti di bawah:

In 2009, ILKAP was allocated RM13,170,000.00 for the implementation of its training programmes, emolument payment, human resource development programmes, maintenance and upgrading of facilities activities, procurement activities, payment of bills and utilities and others. At the end of 2009's account closing date, the overall operating expenditure was 98.55 per centum. The details of expenditure performance are as follows:



Pecahan Peratusan Belanja Mengurus Mengikut Objek Am

Percentage of Expenditure According to Objects

-  Emolumen
Emolument
-  Bekalan dan Perkhidmatan
Product and Service
-  Aset
Asset
-  Kenaan dan Bayaran Tetap
Grant and Fixed Payment



Pengurusan Sumber Manusia *Human Resource Management*

Bagi menampung keperluan sumber manusia yang semakin meningkat ekoran operasi ILKAP yang semakin berkembang, Bahagian Pengurusan telah dipertanggungjawabkan untuk menyelaraskan permohonan penstrukturan semula ILKAP pada awal tahun 2009. Hasil daripada permohonan yang dikemukakan pada 7 Julai 2009, ILKAP telah diluluskan sebanyak 13 pertambahan jawatan baru pada 16 September 2009 dan 2 November 2009 khusus bagi menampung keperluan jawatan sokongan dan teknikal di Unit Penyelenggaraan dan Unit Teknologi Maklumat. Penstrukturan baru organisasi ILKAP tersebut turut memperlihatkan pertambahan saiz dan penyusunan semula struktur Unit ICT. Unit ini telah dipindahkan dari Bahagian Maklumat ke Bahagian Pengurusan.

Pertambahan jawatan ini merupakan sebahagian daripada keseluruhan permohonan yang dikemukakan dan bakal dipertimbangkan oleh Jabatan Perkhidmatan Awam (JPA) secara berperingkat. Sehingga 31 Disember 2009, sebanyak 88 jawatan daripada 104 perjawatan pegawai dan kakitangan di ILKAP telah diisi.

Bahagian Pengurusan turut bertanggungjawab untuk mengurus keperluan sumber manusia dengan sistematik dan terancang ke arah memenuhi matlamat meningkatkan pengetahuan, prestasi dan produktiviti pegawai dan kakitangan ILKAP melalui latihan yang berterusan. Pada tahun 2009, ILKAP telah menjalankan beberapa kursus kepada pegawai-pegawai di bawah Program Tenaga Pengajar Institut Latihan Awam dan juga kepada kakitangan ILKAP.

In order to facilitate the increasing needs for more staffing following the expansion in ILKAP's operation, the Management Division was entrusted to coordinate the submission of ILKAP's reorganisation in 2009. As the result of submission of the reorganisation application on 7 July 2009, ILKAP was granted 13 new posts on 16 September 2009 and 2 November 2009 mainly to serve the critical needs for technical and support positions in Maintenance Unit and ICT Unit. The new reorganisation's structure has also witnessed the expansion and repositioning of ICT Unit. This Unit has been shifted from Information Division to Management Division.

These additional posts are only part of the whole proposal which will be considered by the Public Service Department in stages. As at 31 December 2009, 88 out of 104 posts in place in ILKAP were filled.

The Management Division is also responsible for managing human resources systematically and well-planned as to fulfil the objectives to increase the knowledge, performance and productivity of ILKAP's staff through continuous learning. In 2009, ILKAP carried out a few courses for the officers under the Institut Latihan Awam Trainer's Programme and also for the supporting staff.





Pengurusan Lojistik dan Kemudahan

Logistics and Facilities Management



Ke arah memastikan bidang teras utama ILKAP dapat dilaksanakan dengan cekap dan berkesan, Bahagian Pengurusan bertanggungjawab untuk memastikan kesemua kemudahan seperti bilik kuliah dan bilik sindiket, mahkamah moot, makmal komputer dan makmal bahasa, bilik mesyuarat, dewan serbaguna, auditorium, Theatrette, bilik asrama, dewan makan, kemudahan sukan dan lain-lain kemudahan sentiasa berada dalam keadaan yang baik dan tersedia mengikut keperluan dan kehendak pelanggan.

Selain daripada itu, Bahagian Pengurusan turut bertanggungjawab untuk mengurus dan memantau pelbagai perkhidmatan sokongan seperti keselamatan, lanskap, kerja-kerja sivil, mekanikal dan elektrik, kerja-kerja pembersihan serta lain-lain kerja yang berkaitan dengan penyelenggaraan bagi memastikan kemudahan dan persekitaran kampus ILKAP sentiasa berada dalam keadaan yang kondusif dan selamat.

In order to ensure ILKAP's core business is carried out effectively and efficiently, the Management Division is responsible for ensuring all facilities such as lecture rooms and syndicate rooms, moot courts, computers and language laboratories, meeting rooms, multi-purpose hall, auditorium, Theatrette, hostels, dining hall, sports facilities and other facilities are at all times in excellent condition and meets the clients' needs.



Apart from that, the Management Division is also responsible for managing and monitoring various support services such as security, landscaping, civil, electrical and mechanical works, cleaning services as well as ad-hoc and ongoing works related to maintenance to ensure the facilities and ILKAP's surroundings are conducive and safe.





A photograph of a multi-story office building interior. The scene is lit with warm, yellowish light. In the foreground, there are several computer workstations with monitors and keyboards on desks. A staircase with a white railing is visible on the left. In the background, there is a balcony with a white railing. The walls are light-colored and have several framed pictures or certificates hanging on them. The overall atmosphere is professional and modern.

Bahagian Maklumat *Information Division*



Bahagian Maklumat *Information Division*

Sepanjang tahun 2009, Bahagian Maklumat telah meneruskan usaha bagi meningkatkan kualiti perkhidmatan yang diberikan.

In the year 2009, the Information Division continues to strive to improve the quality of the services rendered to the users.

Koleksi *Collection*

Bahagian Maklumat telah melengkapkan koleksi bahan bacaannya terutama berkaitan undang-undang untuk kegunaan peserta kursus di ILKAP. Jumlah kumulatif koleksi adalah seperti berikut:-

The Information Division has equipped its reading collection especially with regards to legal materials for the usage of ILKAP's participants. The cumulative total of the collection is as follows:-

KOLEKSI <i>COLLECTION</i>	2006	2007	2008	2009
Buku <i>Books</i>	8,117	8,295	8,395	8,687
Terbitan Bersiri <i>Serials</i>	3,968	4,706	4,739	6,495
Nota Kursus <i>Course Notes</i>	1,425	1,745	1,865	2,850
Koleksi Multimedia <i>Multimedia Collection</i>	341	379	379	385
Jumlah Kumulatif <i>Cumulative Total</i>	13,851	15,125	15,378	18,417

Antara koleksi buku terbaru adalah -
Among the new books collections are -

- (i) *"Sustainable Development in International and National Law," edited by Hans Christian Bugge and Christina Voigt, Oslo, Europa Law Publishing, 2008;*
- (ii) *"Global Trafficking in Women and Children," edited by Obi N.I. Ebbe and Dilip K. Dass, Boca Raton, CRC Press, 2008;*
- (iii) *"Criminalistics: Forensic Science and Crime," James Girard, Boston, Jones and Bartlett Publishers, 2008; and*
- (iv) *"The World Trade Organization Knowledge Agreements," Christopher Arup, Second ed., Cambridge, Cambridge University Press, 2008.*



Perkhidmatan Services

Sejajar dengan peningkatan jumlah kursus yang telah diadakan pada tahun 2009, terutamanya Kursus Induksi dan Kursus Pusat Penilaian Kompetensi untuk pelbagai peringkat, Pusat Sumber ILKAP telah menjadi tumpuan utama peserta kursus bagi mendapatkan maklumat. Beberapa permohonan dari penuntut universiti telah diterima untuk membuat rujukan di Pusat Sumber ILKAP. Permohonan tersebut merupakan satu pengiktirafan terhadap koleksi Pusat Sumber ILKAP. Jumlah penggunaan perkhidmatan Pusat Sumber ILKAP adalah seperti berikut:-

Pengguna - 4,410 orang
Pinjaman - 1,658 unit

Jumlah pengguna meningkat dengan begitu ketara pada bulan Jun, Ogos dan Oktober iaitu mencapai angka lebih 500 orang. Jumlah penggunaan tertinggi telah dicatatkan pada bulan Mei iaitu seramai 753 orang. Peningkatan ini adalah disebabkan penganjuran Kursus Induksi dan Kursus Pusat Penilaian Kompetensi yang dijalankan pada tempoh tersebut. Pusat Sumber ILKAP juga telah melanjutkan perkhidmatan sehingga 10.30 malam termasuk pada hujung minggu.

In line with the increase in numbers of courses conducted by ILKAP in 2009, especially Induction Course and Competency Evaluation Centre Course for various levels, ILKAP's Resource Centre attracts participants in gaining information. Several requests have been received from universities' students to make use of the collection in ILKAP's Resource Centre. These requests indicate recognition to the strength of the collection in ILKAP's Resource Centre. The total usage of the ILKAP's Resource Centre is as follows:-

*Users - 4,410 persons
Loans - 1,658 units*

The number of users increased tremendously in June, August and October which reached 500 users. The highest usage had been recorded in May with a total of 753 users. The increase was due to the Induction Course and Competency Evaluation Centre Course which were held within those period. ILKAP's Resource Centre extended its operational time up to 10.30 pm including weekends.

Kempen "Jom Baca" "Jom Baca" Campaign

Kekangan peruntukan kewangan tidak menghalang Bahagian Maklumat untuk menyediakan koleksi bahan bacaan yang bersesuaian bagi kakitangan ILKAP. Pada tahun 2009, Bahagian ini telah memperkenalkan kempen "JOM BACA" bagi menggalakkan budaya membaca di kalangan warga ILKAP. Kempen ini merupakan program kerjasama dengan Perpustakaan Negara Malaysia. Bagi menjayakan kempen tersebut, Bahagian ini telah menyediakan sebanyak 100 hingga 200 naskhah buku dalam pelbagai bidang untuk pinjaman bagi setiap tiga (3) bulan.

Kempen "JOM BACA" ini telah mendapat sambutan yang begitu menggalakkan di mana sebanyak lebih 400 transaksi telah direkodkan sepanjang enam (6) bulan kempen tersebut dijalankan. Peningkatan budaya membaca yang sangat ketara dapat dilihat apabila peminjam terbanyak kempen ini yang telah membaca sebanyak 26 buah buku dalam masa enam bulan. Rekod ini jauh mengatasi Kajian Profil Membaca Rakyat Malaysia tahun 2006 yang mendapati rakyat Malaysia membaca sebanyak dua (2) buah buku setahun.

The financial budget limitation did not impede Information Division's efforts to provide suitable reading collection for ILKAP's officers and staffs. In 2009 the Division has introduced "JOM BACA" campaign to inculcate reading habit among ILKAP's officers and staff. The campaign is a collaboration effort with the National Library of Malaysia. To ensure the success of the campaign, Information Division provide about 100 to 200 books for loan in every three(3) months.

The campaign received very good response whereby more than 400 transactions were recorded in the six(6) months of the campaign. The campaign saw the increase of reading habit where the highest borrower read 26 books within six months. This record beats the findings of National Reading Profile Survey 2006 which stated that Malaysian only reads two (2) books a year.



Pangkalan Data Perundangan

Database on Legal Materials

Mulai Ogos 2009, Bahagian Maklumat telah menyediakan capaian kepada pangkalan data *Legal Workbench* sebagai tambahan kepada tiga (3) pangkalan data sedia ada iaitu *Lexis Nexis*, *Lawnet* dan *Current Law Journal (CLJ)*. Pangkalan data *Legal Workbench* ini mengandungi maklumat kes-kes Mahkamah dari Malaysia, Singapura, Brunei Darussalam, England dan India bagi membantu rujukan dan penyelidikan terutamanya bagi peserta Kursus Pusat Penilaian Kompetensi.

Beginning August 2009, the Information Division started providing access to Legal Workbench database in addition to the three (3) current subscribed databases namely Lexis Nexis, Lawnet and Current Law Journal (CLJ). The Legal Workbench database contains information of reported cases from Malaysia, Singapore, Brunei Darussalam, England and India for reference and research purposes especially for the participants of the Competency Evaluation Centre Course.

Penyertaan dalam Projek Katalog Induk Kebangsaan

Participation in the National Union Catalogue (NUC) Project

Pada tahun ini, Bahagian Maklumat meneruskan kerjasama dengan 100 perpustakaan seluruh negara bagi pembangunan Projek Katalog Induk Kebangsaan. Aktiviti yang dijalankan adalah dalam bentuk perkongsian data koleksi Pusat Sumber yang akan disatukan dalam Katalog Induk Kebangsaan yang dihoskan oleh Perpustakaan Negara Malaysia.

For this year, Information Division cooperated with the other 100 libraries nationwide in the development of the National Union Catalogue (NUC) Project. The activity held was in a form of data sharing for Resource Centre's collection to be combined in the NUC hosted by the Malaysian National Library.

Penyertaan dalam Badan Ikhtisas

Participation in the Professional

Pegawai-pegawai Bahagian Maklumat terus melibatkan diri dalam aktiviti-aktiviti yang dianjurkan oleh Persatuan Pustakawan Malaysia bagi meningkatkan profesionalisme dan mengukuhkan jaringan sesama Pustakawan dari pelbagai perpustakaan. Salah satu aktiviti yang dihadiri adalah Persidangan Perpustakaan Digital Ke-5 (DLV) pada 20 hingga 22 Julai 2009 di *Best Western Premier Seri Pacific Hotel*, Kuala Lumpur.

Officers of the Information Division are continuously involved in the Librarians' Association of Malaysia to enhance their professionalism and to strengthen networking among peer librarians. One of the participated activities was 5th Digital Library Conference on 20-22 July 2009 at the Best Western Premier Seri Pacific Hotel, Kuala Lumpur.



Kemudahan ICT

ICT Facilities

Unit Komputer telah mempertingkatkan kemudahan ICT dengan membuat beberapa perolehan bagi melengkapkan bilik dan makmal komputer serta bilik mesyuarat di Bangunan ITITC dengan perisian *Microsoft Office Professional 2007*, *e-Scan* dan *Dewan Eja Pro*. Manakala makmal komputer turut dilengkapi dengan perisian pembelajaran untuk kemudahan peserta kursus.

Bangunan ITITC juga telah dilengkapi dengan kemudahan WiFi di setiap tingkat bagi kemudahan peserta kursus melayari internet dan aplikasi dalaman ILKAP.

Bagi memastikan keselamatan jaringan rangkaian di ILKAP berada pada tahap yang terbaik, Unit Komputer juga telah membuat perolehan dan pemasangan *firewall watchguard firebox 5500e*.

The Computer Unit has upgraded the ICT facilities through several procurements to furnish the computer lab, computer room and the meeting room at ITITC Building with Microsoft Office Professional 2007, e-Scan and Dewan Eja Pro software. Meanwhile, the computer lab was also equipped with learning software to be used by course participants.

ITITC Building is also equipped with the WIFI facility in each floor to enable course participants to surf the internet and ILKAP's internal applications.

To ensure ILKAP's network security system operates at the best level, the Computer Unit also purchased and installed watchguard firebox 5500e firewall.

Pelan Strategik ICT

ICT Strategic Plan

Bahagian Maklumat telah berjaya menyediakan Pelan Strategik ICT Jabatan yang julung kali disediakan. Dokumen ini melakar perancangan ICT ILKAP untuk tempoh 2009 hingga 2013. Pelan Strategik ini juga telah disatukan dalam Pelan Strategik ICT Jabatan Perdana Menteri.

Perpindahan Bilik Cetak ke Bangunan ITITC

Pada penghujung 2009, Bilik Cetak telah dipindahkan ke tingkat 1, Bangunan ITITC. Perpindahan ini adalah untuk memberi ruang pejabat yang lebih selesa kepada Bilik Cetak sesuai dengan perolehan mesin baru dan tugas-tugas tambahan yang akan dimulakan pada 2010.

The Division successfully prepared the maiden ICT Strategic Plan for the Department. The document charts the planning of ICT projects and development for the year 2009 to 2013. The plan will be incorporated into the Prime Minister's Department ICT Strategic Plan.

The Movement of Printing Room to the ITITC Building

At the end of 2009, the Printing Room was moved to level 1, ITITC Building. The movement is to allocate a more conducive working space to cater for additional machinery and new tasks planned for 2010.





Peristiwa Sepanjang Tahun
Events Throughout the Year



Kejohanan Tenpin Bowling
Terbuka ILKAP
Mac 2009
*ILKAP's Open Ten pin Bowling
Championships
March 2009*



Sambutan Maulidur Rasul
Mac 2009
*Maulidur Rasul Celebration
March 2009*





**Festival Nasyid Peringkat
Jabatan Perdana Menteri
April 2009**
*Prime Minister's Department
Nasyid Festival
April 2009*



**Kursus Kecemerlangan Organisasi
April 2009**
*Excellent Organisation Course
April 2009*





Perhimpunan Hari Pekerja
Mei 2009
*Workers Day Rally
May 2009*



Kejohanan Rowing
Jabatan Perdana Menteri
Jun 2009
*Prime Minister's Department Rowing
Tournament
June 2009*





Ceramah Agama sempena Nisfu Syaa'ban
Julai 2009
*Religious Talk in conjunction with Nisfu Syaa'ban
July 2009*



Persidangan Bersama Bahagian Gubalan Jabatan Peguam
Negara, Biro Bantuan Guaman, ILKAP dan
Jabatan Insolvensi Malaysia
Julai 2009
*Joint Conference of Drafting Division of Attorney General's
Chambers, Legal Aid Bureau, ILKAP and Malaysia Insolvency
Department
July 2009*





Lawatan Wakil RIPA ke ILKAP
Ogos 2009
*RIPA's Representative Visit to ILKAP
August 2009*



Majlis Perpisahan Pegawai ILKAP
Ogos 2009
*ILKAP's Officers Farewell Ceremony
August 2009*





**Jamuan Hari Raya Aidilfitri
Oktober 2009**
*Aidilfitri Celebration
October 2009*



**Jamuan Hari Raya
Jabatan Perdana Menteri
Oktober 2009**
*Prime Minister's Department
Hari Raya Celebration
October 2009*





**Karnival Sukan Jabatan
Perdana Menteri
Oktober 2009**
*Prime Minister's Department
Sport Carnival
October 2009*



**Kursus *Team Building*
Oktober 2009**
*Team Building Course
October 2009*



***ILKAP's Annual Dinner
December 2009***







Selamat Datang

Ketua Pengarah **ILKAP**

Puan Anna Ng Fui Choo





Pertukaran Pegawai dan Kakitangan ILKAP

Transfer of ILKAP's Officers and Staff

Bil. No.	Nama Name	Jawatan Post	Tarikh Date	Dari From	Ke To
1.	Saonah binti Shairi	Pustakawan Gred S48 <i>Librarian Grade S48</i>	19/1/2009	Perpustakaan Negara <i>National Library</i>	Bahagian Maklumat <i>Information Division</i>
2.	Nor Azian binti Mohd Zamri	Pegawai Undang-Undang Gred L41 (Kontrak) <i>Legal Officer Grade L41 (Contract)</i>	4/2/2009	Lantikan Baru <i>New Appointment</i>	Program Induksi <i>Induction Programme</i>
3.	Nurul Nadia binti Azman	Pegawai Undang-Undang Gred L41 (Kontrak) <i>Legal Officer Grade L41 (Contract)</i>	4/2/2009	Lantikan Baru <i>New Appointment</i>	Program Bahasa <i>Language Programme</i>
4.	Sumayyah binti Fauzi	Pegawai Undang-Undang Gred L41 (Kontrak) <i>Legal Officer Grade L41 (Contract)</i>	4/2/2009	Lantikan Baru <i>New Appointment</i>	Unit Penyelidikan dan Pembangunan <i>Research and Development Unit</i>
5.	Mohammad Syafiq bin Ismail	Pembantu Tadbir (P/O) Gred N17 <i>Administrative Assistant (Clerical/ Operation) Grade N17</i>	24/2/2009	Lantikan Baru <i>New Appointment</i>	Unit Domestik dan Penyelenggaraan <i>Domestic and Maintenance Unit</i>
6.	Hafizah binti Abdul Hamid	Pegawai Undang-Undang Gred L41 (Kontrak) <i>Legal Officer Grade L41 (Contract)</i>	3/3/2009	Lantikan Baru <i>New Appointment</i>	Program Pendakwaan <i>Prosecution Programme</i>
7.	Anna Ng Fui Choo	Pegawai Undang-Undang Gred JUSA C <i>Legal Officer Grade JUSA C</i>	1/4/2009	Jabatan Peguam Negara <i>Attorney General's Chambers</i>	Pejabat Ketua Pengarah <i>Director Generals' Office</i>
8.	Mohamad Haidhir bin Othman	Pegawai Tadbir dan Diplomatik Gred M48 <i>Administrative and Diplomatic Officer Grade M48</i>	6/4/2009	Pejabat Daerah dan Tanah Seremban <i>Seremban Land and District Office</i>	Bahagian Pengurusan <i>Management Division</i>
9.	Zulharry bin Abdul Rashid	Pegawai Undang-Undang Gred L41 <i>Legal Officer Grade L41</i>	4/5/2009	Kementerian Pengangkutan <i>Ministry of Transport</i>	Program Litigasi Sipil <i>Civil Litigation Programme</i>



10.	Shahril Firdaus bin Shuib	Pegawai Tadbir Gred N41 <i>Administrative Officer Grade N41</i>	4/5/2009	Lantikan Baru <i>New Appointment</i>	Unit Domestik dan Penyelenggaraan <i>Domestic and Maintenance Unit</i>
11.	Ida Adiba binti Md Razali	Pegawai Undang-Undang Gred L48 <i>Legal Officer Grade L48</i>	16/6/2009	Jabatan Peguam Negara <i>Attorney General's Chambers</i>	Unit Penyelidikan dan Pembangunan <i>Research and Development Unit</i>
12.	Muhammad Firdaus Zariza bin Abd Aziz	Pegawai Undang-Undang Gred L41 (Kontrak) <i>Legal Officer Grade L41 (Contract)</i>	1/7/2009	Lantikan Baru <i>New Appointment</i>	Program Sivill <i>Civil Programme</i>
13.	Ezarina binti Mohd Khalimi	Pegawai Khidmat Pelanggan Gred N17 <i>Customer Service Officer Grade N17</i>	9/7/2009	Lantikan Baru <i>New Appointment</i>	Bahagian Pengurusan <i>Management Division</i>
14.	Haslinda binti Alias	Pegawai Tadbir dan Diplomatik Gred M48 <i>Administrative and Diplomatic Officer Grade M48</i>	16/8/2009	Kementerian Pelajaran <i>Ministry of Education</i>	Bahagian Pengurusan <i>Management Programme</i>
15.	Duratul Ain binti Duhamid	Pembantu Undang-Undang Gred L29 <i>Legal Assistant Grade L29</i>	17/8/2009	Lantikan Baru <i>New Appointment</i>	Program Pendakwaan <i>Prosecution Division</i>
16.	Nur Farrahanie binti Ahmad Tarmizi	Pembantu Undang-Undang Gred L29 <i>Legal Assistant Grade L29</i>	17/8/2009	Lantikan Baru <i>New Appointment</i>	Program Pengurusan Tinggi dan Profesional <i>Senior Management and Professional Programme</i>
17.	Sumiati binti Ladulu	Pembantu Undang-Undang Gred L29 <i>Legal Assistant Grade L29</i>	17/8/2009	Lantikan Baru <i>New Appointment</i>	Program Bahasa <i>Language Programme</i>
18.	Mohd Firdaus bin Mohd Mustafa	Juruteknik Mekanikal Gred J17 <i>Mechanical Technician Grade J17</i>	17/8/2009	Lantikan Baru <i>New Appointment</i>	Unit Domestik dan Penyelenggaraan <i>Domestic and Maintenance Unit</i>
19.	Esah binti Mohd Said	Pembantu Undang-Undang Gred L29 <i>Legal Assistant Grade L29</i>	17/8/2009	Jabatan Peguam Negara <i>Attorney General's Chambers</i>	Program Litigasi Sivill <i>Civil Litigation Programme</i>



20.	Ahmad Suhaimi bin Badaruddin	Pembantu Akauntan Gred W32(M) <i>Assistant Accountant Grade W32(M)</i>	1/11/2009	Lembaga Perlesenan Tenaga Atom <i>Atomic Energy Licencing Board</i>	Bahagian Pengurusan <i>Management Division</i>
21.	Azwan bin Tamin	Pembantu Undang-Undang Gred L29 <i>Legal Assistant Grade L29</i>	1/11/2009	Kementerian Kerja Raya <i>Ministry of Public Works</i>	Program Pendakwaan <i>Prosecution Programme</i>

Bil. No.	Nama Name	Jawatan Post	Tarikh Date	Dari From	Ke To
1.	Wan Muhammad Najib bin Wan Ab Karim	Pegawai Tadbir dan Diplomatik Gred M48 <i>Administrative and Diplomatic Officer Grade M48</i>	1/2/2009	Bahagian Pengurusan <i>Management Division</i>	Mahkamah Persekutuan Malaysia <i>Federal Court of Malaysia</i>
2.	Ong Beng Yen	Pegawai Undang-Undang Gred L41 (Kontrak) <i>Legal Officer Grade L41 (Contract)</i>	1/5/2009	Program Induksi <i>Induction Programme</i>	Kementerian Pengangkutan <i>Ministry of Transport</i>
3.	Rosli bin Ahmad	Pegawai Undang-Undang Gred L48 <i>Legal Officer Grade L48</i>	1/5/2009	Program Pendakwaan <i>Prosecution Programme</i>	Jabatan Peguam Negara <i>Attorney General's Chambers</i>
4.	Mazlan bin Yahya	Pegawai Undang-Undang Gred L48 <i>Legal Officer Grade L48</i>	1/5/2009	Program Litigasi Sivil <i>Civil Litigation Programme</i>	Jabatan Peguam Negara <i>Attorney General's Chambers</i>
5.	Mohamad Haidir bin Othman	Pegawai Tadbir dan Diplomatik Gred M48 <i>Administrative and Diplomatic Officer Grade M48</i>	20/7/2009	Bahagian Pengurusan <i>Management Division</i>	Unit Pembangunan Ekonomi <i>Economic Planning Unit</i>
6.	Azizan bin Abdullah	Pegawai Undang-Undang Gred L48 <i>Legal Officer Grade L48</i>	20/7/2009	Program Pendakwaan <i>Prosecution Programme</i>	Biro Bantuan Guaman, Pahang <i>Legal Aid Bureau, Pahang</i>
7.	Siti Sarah binti Abdul Kalam	Pegawai Khidmat Pelanggan Gred N17 <i>Customer Service Officer N17</i>	28/6/2009	Bahagian Pengurusan <i>Management Division</i>	Jabatan Keselamatan dan Kesihatan Pekerjaan, Melaka <i>Department of Occupation Safety and Health, Melaka</i>



8.	Adibatuazzaman Farahani binti Samsudin	Pembantu Undang-Undang Gred L29 <i>Legal Assistant Grade L29</i>	14/6/2009	Program Pengurusan Tinggi dan Profesional <i>Senior Management and Professional Programme</i>	Kementerian Sains, Teknologi dan Inovasi <i>Ministry of Science, Technology and Innovation</i>
9.	Wardina binti Md. Shahid	Pembantu Undang-Undang Gred L29 <i>Legal Assistant Grade L29</i>	14/6/2009	Program Bahasa <i>Language Programme</i>	Jabatan Peguam Negara <i>Attorney General's Chambers</i>
10.	Mohd Faizal bin Man	Juruteknik Gred J17 <i>Technician Grade J17</i>	17/8/2009	Bahagian Pengurusan <i>Management Division</i>	Jabatan Kerja Raya, Kedah <i>Department of Works, Kedah</i>
11.	Shahrul Rizal bin Majid	Pegawai Undang-Undang Gred L48 <i>Legal Officer Grade L48</i>	24/8/2009	Program Sivil <i>Civil Programme</i>	Kementerian Pelancongan <i>Ministry of Tourism</i>
12.	Zahari bin Hussain	Penolong Akauntan Gred W32 <i>Assistant Accountant Grade W32</i>	1/11/2009	Bahagian Pengurusan <i>Management Division</i>	Jabatan Perhutanan <i>Forestry Department</i>
13.	Duratul Ain binti Duhamid	Pembantu Undang-Undang Gred L29 <i>Legal Assistant Grade L29</i>	1/11/2009	Program Pendakwaan <i>Prosecution Programme</i>	Kementerian Kerja Raya <i>Ministry of Works</i>



Penerima Anugerah Perkhidmatan Cemerlang 2008

Excellent Service Award Recipients 2008

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Azizan bin Abdullah
Ketua Penolong Pengarah
Program Pendakwaan Gred L48
*Principal Assistant Director
Prosecution Programme Grade L48*
- 

Fariz Rizal bin Rasdi
Pegawai Teknologi Maklumat Gred F41
Information Technology Officer Grade F41
- 

Munaliza Mirawati binti Hashim
Penolong Pendaftar (Perkhidmatan) Gred N27
Assistant Registrar (Service) Grade N27
- 

Syd Fauzinor bin Syd Derahim
Ketua Pembantu Tadbir Gred N22
Chief Clerk Grade N22
- 

Haslina binti Salleh
Pembantu Tadbir (Perkeranian/Operasi) Gred N17
Administrative Assistant (Clerical/Operation) Grade N17
- 

Norliza binti Yem
Pembantu Tadbir Rendah (Jurutaip) Gred N11
Administrative Assistant (Typist) Grade N11



Sekalung Penghargaan

ILKAP merakamkan setinggi penghargaan kepada *stakeholders*, penceramah, peserta kursus dan seluruh warga kerja atas sokongan dan sumbangan yang diberikan sepanjang tahun 2009.

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