

Report on

**THE ASSIGNMENT IN COOPERATIVE EDUCATION
IN MALAYSIA**

1970

Dr. DHARM VIR
Specialist in Educational Methods



INTERNATIONAL COOPERATIVE ALLIANCE

Regional Office & Education Centre for South-East Asia

43 Friends' Colony, New Delhi-14

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REPORT

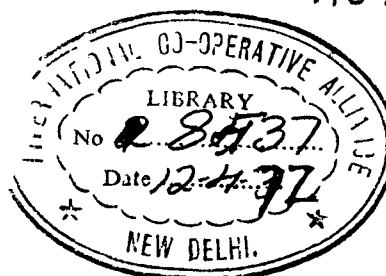
ON

THE ASSIGNMENT IN COOPERATIVE EDUCATION
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by

Dr. Dharm Vir
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Regional Office & Education Centre for South-East Asia

43, Friends' Colony, New Delhi-14

INDIA

PREFACE

"Education is desirable for all mankind. It is the life's necessity for cooperators." This remark was made by Prof. Stuart about a century ago. It however, holds good even today. Education is a constant factor in the ever developing cooperative movement. Even in countries with long social history and well established cooperative organisations, it is the backbone of every effort for further development. Education should be considered as the nerve centre for any new attempt to create cooperatives and develop such movements.

The importance of cooperative education has been well recognised by the I.C.A. Commission on Cooperative Principles. It considered, among other things, education as essential to genuine and effective cooperative practice, both at present and in the future that can be foreseen. The Commission sums up, as follows :

"All the cooperative societies should make provision for education of the members, officers, and employees and of the general public, in the principles and techniques of cooperation, both economic and democratic."

Ever since its inception in 1960, the I.C.A. Regional Office & Education Centre for South-East Asia has been emphasising on education as an integral part of the cooperative work. It has a noteworthy record of achievements in the field of cooperative education. In the year 1969, the Centres was approached by the Cooperative Union of Malaysia to assign to cooperative movement in the country an expert in cooperative education for formulating and initiating cooperative education programmes during the year 1970.

It is interesting to note that the U.N. First Development Decade was also a period of cooperative development on a planned basis in South-East Asia, especially in Malaysia. During the First Decade, the year 1970 was observed as an International Education Year throughout the world. The same year was a period of intensive activities in the field of cooperative education. It was the most befitting manner in which a cooperative movement could have celebrated this event of great importance.

The undersigned has the privilege of active participation in the planning and implementation of cooperative education programmes, in Malaysia during sixties, specially in 1970. He was assigned by the ICA Regional Office & Education Centre to the Cooperative Union of Malaysia for giving assistance in the planning and initiation of

an integrated programme in cooperative education in the country. During the year, the undersigned visited about 30 cooperatives of various types and participated in 36 educational meetings and seminars covering 1,298 cooperative leaders and, rank and file workers.

The cooperative education activities successfully organised in Malaysia may be considered as one of the valuable contributions of the ICA Regional Office & Education Centre towards the International Education Year. The following report mentions in brief what has been done during a cooperative education year in the country, and what more can be done during the seventies which has been declared by the ICA as the Cooperative Development Decade. Some details of the programmes implemented during the year 1970, are given in Appendix-A.

The report does not include the historical background and the present status of the Cooperative Movement and its educational programmes in Malaysia. Nor the details of future developments have been incorporated. It simply gives indicators to be elaborated and followed up by the Malaysian cooperators. The undersigned is confident that the Cooperative Education Committee of the Cooperative Union of Malaysia and others will be able to use the report effectively. Nevertheless, a list of reference material is appended at the end of this report for those who would like to know in greater detail about the Cooperative Movement in Malaysia. A list of books and audio-visual equipment supplied to selected cooperative education institutions in the country is enclosed as Appendix-B. Also enclosed, as Appendix-D, are the specimen of seminar and other educational programmes so as to enable the readers to get a glimpse of the types of work done under the Assignment. Last but not the least, relevant extracts from the proceedings of the I.C.A. Advisory Council Meetings high-lighting the importance of the Assignment are enclosed as Appendix-E.

The main credit for the success of the Assignment in Cooperative Education in Malaysia goes to those cooperators who have put their heads and hearts together for planning the programmes, and worked shoulder to shoulder for its implementation. They are not a few to be counted on one's fingers, but their number is too large to be mentioned individually. However,

I would like to mention a few cooperators and their organisations with a high sense of appreciation and gratitude. They are :

Mr N.A. Kularajah, A.M.N., P.J.K.
President, Cooperative Union of Malaysia &
General Manager,
Malaysian Cooperative Insurance Society, Kuala Lumpur, Malaysia.

Mr Chong Thin Huatt, A.M.N.,
Vice-President and Chairman, Education & Training Committee,
Cooperative Union of Malaysia, Kuala Lumpur

Mr G.S. Dass, A.M.N. (former Assistant Commissioner for Coop. Development)
General Manager, Cooperative Central Bank, Kuala Lumpur.

Mr Francis Soosay,
Hon. Secretary, Cooperative Union of Malaysia, Kuala Lumpur.

Mr. Haji Ismail bin Haji Abdullah
Director (Education & Publicity)
Directorate of Cooperative Development, Ministry of National Development,
Kuala Lumpur, Malaysia.

Tuan Syed Kamarulzaman bin Syed Bahaldin,
Former Principal, Cooperative College of Malaysia, P.J. Kuala Lumpur.

Mr. Mohd. Gadzalli, Principal.
Cooperative College of Malaysia, Petaling Jaya, Kuala Lumpur.

Mr Darshan Singh, Chairman,
Cooperative Education Sub-Committee,
Perak State Cooperative Union, Taiping, Malaysia.

All these Cooperative Educators have participated in several national and international events organised by the ICA Regional Office & Education Centre, and each one in turn has contributed greatly towards development of Cooperative Education in Malaysia. In addition, the members of Education & Development Committees in the Cooperative Union of Malaysia, State Cooperative Unions and several local cooperative societies, helped me in completing my assignment.

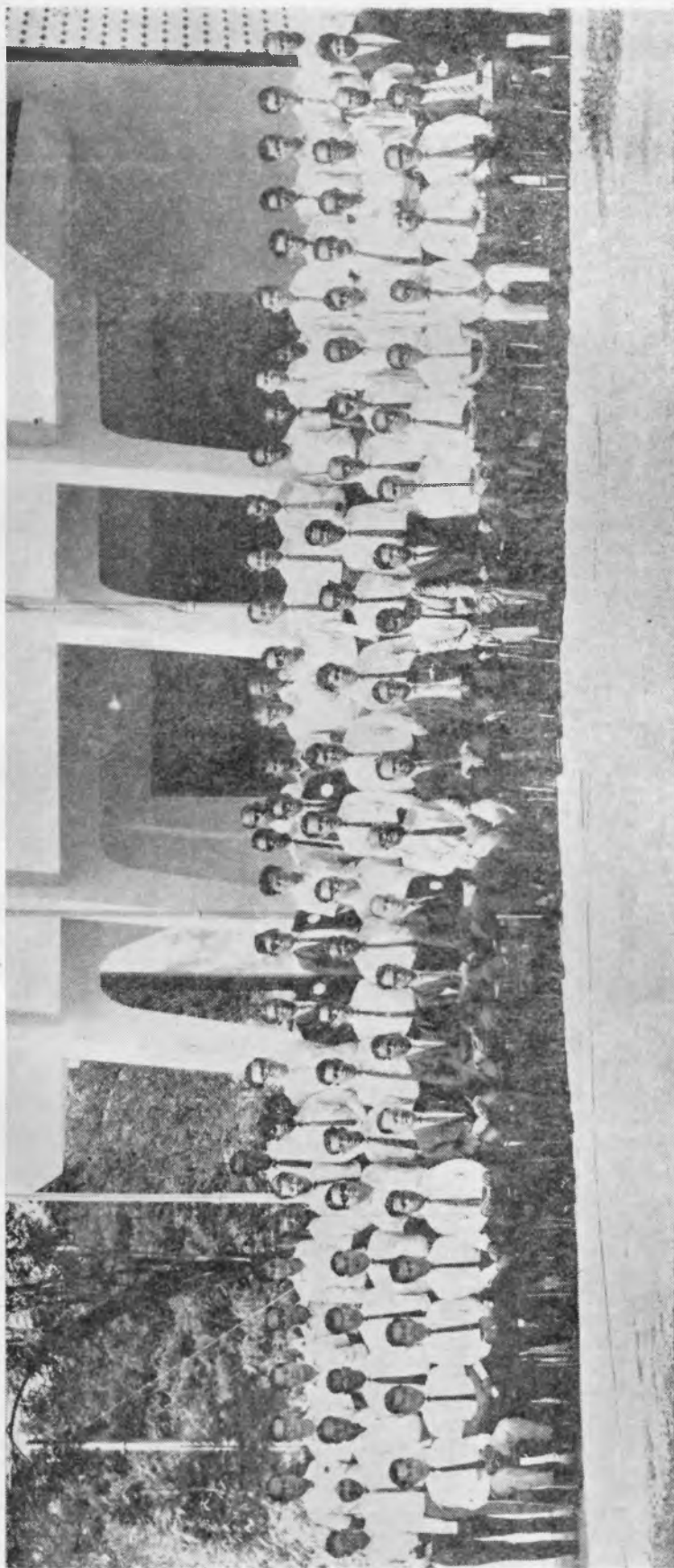
Last but not the least, I would like to express our gratitude to the Government of Malaysia and the Cooperative Movement in the country for providing basic facilities conducive to my work. I wish the Malaysian cooperative movement and the government success in their endeavour in the field of cooperative development, especially during the Cooperative Development Decade.



Dharm Vir

Specialist in Educational Methods

New Delhi
1st July, 1971



A group photograph of participants of the National Seminar for Committee Members of cooperative societies with some of the resource persons and other distinguished guests.

Several such seminars were held during the period of Assignment in Cooperative Education in Malaysia, 1970.

C O N T E N T S

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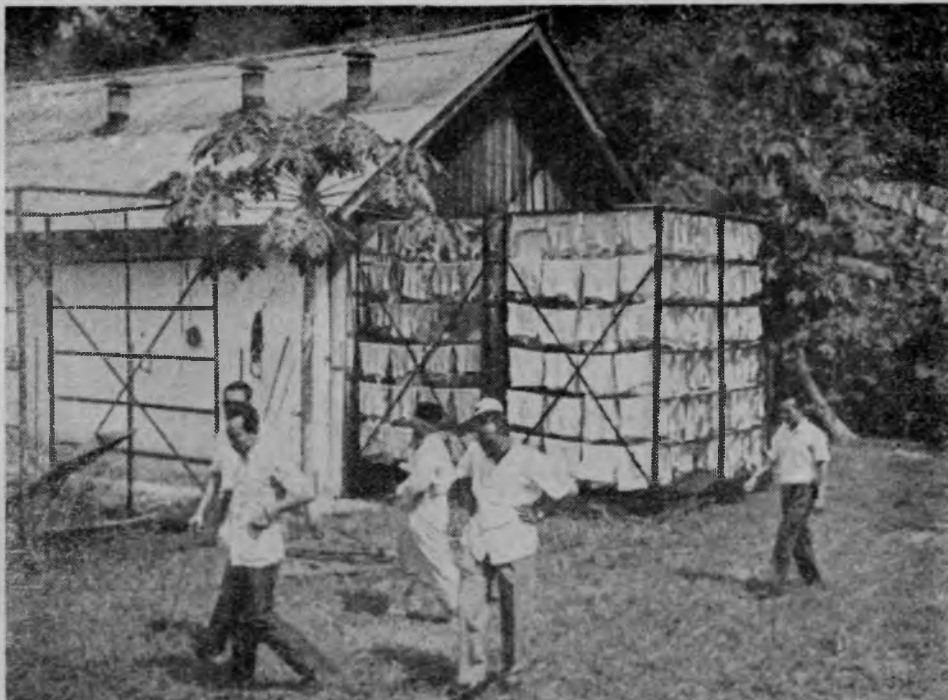
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A p p e n d i c e s

- A. Programme completed by Dr. Dharm Vir, under the Assignment in Cooperative Education in Malaysia, Part I, II & III.
- B. List of Books and other Material Supplied under the Assignment to the Cooperative Movement in Malaysia.
- C. Malaysian Cooperative Insurance Society Ltd., Kuala Lumpur Education and Training Committee.
Minutes of the Meetings held on 31st December 1969 and 7th January 1970 at the MCIS.
- D-1 Programme of Seminar for M.C.I.S. Field Personnel, Bat Pahat (Johore) 29th and 30th January, 1970.
- D-2 Report of 2 Day Seminar For Principal Office Bearers and Committee Members held on 10th and 11th January, 1970 by Midlands Cooperative United Limited, Kuala Lumpur.
- D-3 Programme of Seminar for Committee Members held on 7th to 12th December, 1970, at the Cooperative College, Petaling Jaya.
- E. Relevant Extracts from the Minutes of the meetings of I.C.A. Advisory Council for South-East Asia.



Agricultural Development through Cooperatives has immense possibility in Malaysia. Mr. J.M Rana, Director (Education) ICA RO&EC, and Mr. N.A. Kularajah, General Manager, Malaysian Cooperative Insurance Society admiring a young plant in one of the MCIS Oil palm estates at East Coast of Malaysia.



Some of the rural cooperative societies collect, process and market rubber and other products of their members. In view, second from right, is Haji Ismail bin Abdullah, Director (Education and Publicity) Directorate General of Cooperatives, Federal Government of Malaysia.

A BRIEF REPORT

ON

ASSIGNMENT IN COOPERATIVE EDUCATION IN MALAYSIA

Part - I.

Introduction

1.1 Since its inception in 1960, the I.C.A. Regional Office and Education Centre has been assisting the Malaysian Cooperative Movement, especially in the field of cooperative education. Just before the Federation of Malaysia was formed the ICA Regional Office and Education Centre had organised in collaboration with the Malaysian Cooperative Movement a national seminar in 1963 on the subject of Cooperative Member Education, at the Cooperative College, Petaling Jaya. The Seminar was organised for officers of the Cooperative Department and local cooperators. The Cooperative Union of Malaysia has since then organised several national seminars on various cooperative subjects with the assistance of the I.C.A. The organisation of these seminars helped the cooperators in Malaysia to think for the development of their cooperative movement. Several economic ventures were consequently started by awakened cooperators and active cooperative societies.

1.2 After organising educational activities mainly at the national level for some time, it was felt by the Cooperative Union of Malaysia that cooperative education needs consistent efforts at all levels. Main efforts should concentrate at the local level, so that member education may be integrated with the social, business and investment activities of cooperative societies. In this way, the movement would be able to implement effectively the cooperative principle emphasising that all cooperative societies should make provision for education of leaders, members, prospective members and employees in the techniques of Cooperation, both economic and democratic.

Assignment

2.1 A systematic plan was needed to conduct cooperative activities at different levels. The Cooperative Union of Malaysia, therefore, decided to have its own Education Committee and approached the I.C.A.

Regional Office and Education Centre to provide a specialist to assist in developing and initiating cooperative education programmes at the national, regional and local levels. The undersigned was given this assignment by the I.C.A. Regional Office & Education Centre for developing and initiating an integrated plan of cooperative education in Malaysia. The terms of reference drawn for his assignment in Malaysia, were as follows :-

- (i) in general, to formulate, initiate and programme an integrated scheme of cooperative education activities in Malaysia, and
- (ii) in particular, to assist in the following ways, among others:
 - (a) to advise and to help to organise and assist at courses/seminars at the national level;
 - (b) to assist in the organisation of pilot regional weekend courses in the various States of Malaysia;
 - (c) to follow-up on the courses/seminars jointly organised by C.U.M. and ICA Education Centre as well as the Cooperative College, Malaysia, in the previous year, namely the Cooperative Educators' and the School Teachers' Courses;
 - (d) to assist in developing courses at the Cooperative College;
 - (e) to train Malaysians to carry out the education programme for C.U.M. (For this purpose the Executive Officer of C.U.M. Mr. Ismail Dervish, was appointed to understudy Dr. Vir besides the voluntary officials.

2.2 To carry out the assignment entrusted to him, the undersigned made three visits to Malaysia during 1970. The period of his visits are given below :-

| | | |
|------------------------|--------------------------|----------------|
| First visit (Part-I) | 2.1.1970 to 10.2.1970 = | 40 days |
| Second visit (Part II) | 30.3.1970 to 19.4.1970 = | 21 days |
| Third visit (Part III) | 6.12.70 to 22.12.1970. = | 17 days |
| | Total | <u>78 days</u> |

The details of the work done by the undersigned during his stay in Malaysia are incorporated in the Programmes enclosed as Appendix-A.



A view of the cooperative discussion group in one of the Kampongs (villages) in West Malaysia.



A housewife in the new settlement area under the Federal Land Development Authority (FLDA) scheme. Housewives also need cooperative education to improve their standards of living.

2.3 The undersigned reached Kuala Lumpur on 2.1.1970 and undertook the first part of his assignment in January-February 1970. As a part of his work, he assisted the Cooperative Union of Malaysia in conducting four regional and several local seminars on cooperative education, in the States of Selangor, Penang, Perak, Negri Sembilan and Johore. In addition, the undersigned participated in the seminars organised by the Division of Cooperative Development in Johore State and by the M.C.I.S. at Kuala Lumpur and Batu Pahat. In all about 550 cooperators were covered through these seminars.

2.4 He also discussed with the Principal and other staff members of Malaysian Cooperative College, the possibilities of development in the field of Cooperative Education in Malaysia. The College staff was encouraged to use the books and other teaching aids which were supplied by the I.C.A. from time to time. The need of their training abroad was also discussed. A copy of the programme completed by the undersigned is given as Part-I in Appendix A.

REGIONAL SEMINARS

Some Suggestions:

2.5 In the Seminars and several meetings held in January-February 1970, the following points were emphasized :

- (1) Cooperative Education should be considered as an integral part of the business development of each cooperative.
- (2) All employees and active cooperators should contribute to cooperative education and business development. They should prepare themselves for this task.
- (3) All the cooperative societies and the Regional Cooperative Unions should have Education and Development Committees, programme of education and some funds for educational work.
- (4) The Cooperative Union of Malaysia, Regional Unions and big cooperatives should have Education Departments, equipped with well-trained personnel, educational material and audio-visual equipment such as, coloured slides and films: 16 mm, 8 mm etc.

2.6 During these seminars, sets of selected books on Cooperation and cooperative education were presented to the representatives of the C.U.M.

and its affiliated cooperative unions. These books were for the cooperators and educators and were to form a part of union libraries. A list of books and other material supplied to the movement is enclosed as Appendix B. In addition, several papers on subjects such as I.C.A. and its educational activities, Cooperative Principles, guidance activities, agricultural cooperatives, school cooperatives were widely distributed among seminar participants. Some of these papers have been published in the "Malaysian Cooperator" and included in Appendix-B.

Part - II

3.1 As an immediate follow-up to the first part of his assignment, the undersigned visited Malaysia in March-April 1970, and participated in the following important events:

- (1) National Seminar for Chairmen of Cooperative Societies held at the Malaysian Cooperative College, Petaling Jaya, from April 5-9, 1970 (25 participants).
- (2) Two Rural Seminars for local cooperative leaders held in and around Kota Bahru (East Coast) from April 7-9, 1970 (60 participants).
- (3) 32nd All Malaysian Cooperative Conference, and
- (4) The Second Malaysian Cooperative Congress held at Johore Bahru from April 10-12, 1970.

NATIONAL SEMINAR FOR CHAIRMEN

3.2 In the Seminar of the Chairmen of Cooperative Societies, the undersigned circulated a note on his assignment in Cooperative Education in Malaysia and presented a paper on Development of Cooperative Leadership. The suggestions given in his paper were discussed in the Seminar and the participants were made to realise their role as Chairmen in cooperative education activities. The participants were shown coloured slides on Cooperative Education activities in Malaysia. These slides were prepared by the undersigned and Mr. Chong Thin Huatt, Chairman, Education Committee, C.U.M. with the help of the Camera set supplied by the Regional Office & Education Centre.



Enche Kularajah, President Cooperative Union of Malaysia, addressing one of the National Seminars held at the Cooperative College of Malaysia.



A view of the participants of such Seminars

3.3 Audio-Visual Aids: It may be added that coloured slides on the following subjects have already been supplied to the Cooperative Union of Malaysia, Division of Cooperative Development and the Cooperative College:

- (1) 'Study Circles in Malaysia' prepared by the undersigned.
- (2) 'Farm Guidance & Home Improvement Activities of the Japanese Agricultural Cooperatives' made available by the Central Union of Agricultural Cooperatives.
- (3) 'I.C.A. and Cooperative Education in Malaysia' prepared by the undersigned.

3.4 As slide shows have been found interesting and useful, it was suggested to the C.U.M. that they should procure more slides and other visual aids for use in cooperative education programmes in Malaysia.

3.5 The undersigned also participated in the two local Seminars organised by the Division of Cooperative Development in the rural areas of Kota Bahru. The Seminars were held at local offices of the Department of Cooperative Development and were well attended. He communicated his ideas about farm guidance and home improvement activities through coloured slides and with the help of an interpreter as the seminars were in the Malay language. The Division of Cooperative Development used a special screen which enabled us to use coloured slides in broad day light. It is suggested that such broad day-light screens should also be used by the Cooperative Union of Malaysia and other organisations engaged in cooperative education.

3.6 Secondly, the participants showed keen interest in the subject of farm guidance activities through agricultural cooperatives. It is therefore suggested that some regional and national level seminars on the subject should be organised by the Division of Cooperative Development and in collaboration with other organisations concerned, such as C.U.M., I.C.A., F.A.O., etc. It may be added that the F.A.O. is already assisting the Government of Malaysia in training of cooperative leaders and personnel especially working in the development schemes of the Federal Land Development Authority (FLDA).

32ND ALL MALAYSIAN COOPERATIVE CONFERENCE
(10th and 11th April, 1970)

4.1 The undersigned also had the privilege of representing the ICA at the 32nd All Malaysian Cooperative Conference at Johore Bahru and greet the delegates. The Conference which was inaugurated by the H.M. The Sultan of Johore, attended by over 500 Malaysian cooperators and foreign delegates from Singapore and Thailand. In the inauguration session, sets of selected books on Co-operation (second instalment) were presented by the undersigned to the following organisations :

- (i) Cooperative Union of Malaysia.
- (ii) Division of Cooperative Development, Government of Malaysia.
- (iii) Mid-lands Cooperative Union.
- (iv) Perak Cooperative Union.
- (v) Penang Cooperative Union.
- (vi) Regional Cooperative Union, Johore.
- (vii) Regional Cooperative Union, Kedah & Perlis.

Sets of books were also arranged for the delegates to the conference from Singapore and Thailand, for their use in Cooperative Education work.

COOPERATION IN SCHOOLS

4.2 The undersigned had participated in the first National Cooperative Course for the Secondary Schools Teachers held at the Cooperative College of Malaysia in 1969. Later on, he visited several School Cooperatives and discussed with the authorities concerned the possibility of organising model School Cooperatives. On his initiative the C.U.M. took in hand the preparation of a Hand Book on School Cooperatives. In addition the paper on Students' Cooperatives and Cooperative Youth Work in different countries, prepared by the undersigned has been widely distributed among cooperative educators and selected school teachers in Malaysia. As a follow-up of previous seminars, he met several participants and himself participated at Ipoh in a State level Seminar on School Cooperatives. The Seminar was attended by teachers as well as students.

4.3 As a result of the general awareness created among cooperators, it was gratifying to note, that the following resolution was passed by



Hon'ble Tuan Haji Mohd. Ghazali bin Haji Jawi, then Minister of Agriculture & Cooperatives, Government of Malaysia, addressing the participants of the Cooperative Seminar for Secondary School Teachers, 1969.



A view of the Students' Consumer Cooperative Store at the University of Malaya.

the Conference in April, 1970 :-

"The 32nd All Malaysian Cooperative Conference resolves that the Government be urged to include an additional subject on - Cooperation in secondary schools in Malaysia."

4.4 Subsequently, Mr. John G. Stephens a member of Education Committee in the C.U.M. participated in the ICA Fellowship Programme, 1970-71, on the subject of "Cooperative Member Education". Under the Programme he made a special study of School Cooperatives in Malaysia and Ceylon and prepared a document "An Attempt at School Cooperatives in Malaysia" for use by cooperative educators in that country.

CONSUMER COOPERATION

5.1 The 32nd All Malaysian Conference resolved that a National Cooperative Super Market Society be established to set up Cooperative Supermarkets in all towns in Malaysia to supply and market consumer goods, particularly the produce of rural cooperators and also to provide all related services required by cooperators in the country. The Cooperative Union of Malaysia approached the ICA Regional Office & Education Centre to assist in the implementation of the above resolution. This opened up a new avenue in the field of Cooperative Education and efforts have been made to meet this challenge effectively. Some details of the work done in this field are given in Part IV of the report.

SECOND MALAYSIAN COOPERATIVE CONGRESS: (12TH APRIL, 1970). A UNIQUE RESOLUTION ON COOPERATIVE EDUCATION:

5.2 During his meetings with the President and other office-bearers of the Cooperative Union of Malaysia, the need of sponsoring a resolution on cooperative education at the above Cooperative Congress was emphasised by the undersigned. It was ultimately decided that the MCIS will move the resolution.

5.3 The following resolution, which was unanimously passed by the Malaysian Cooperative Congress, signifies the importance the Malaysian

Cooperators attach to education :-

"The Congress congratulates UNESCO for declaring 1970 as the International Education Year and commends the ~~efforts~~ of the U.N. in involving cooperative movement in the Second Development Decade. It notes with satisfaction that the Cooperative Union of Malaysia and ICA Regional Centre in New Delhi are making intensive efforts in the field of Cooperative Education and recommends that all cooperative societies should have Education Committees, Educational Programmes and funds for such purposes."

5.4 It is hoped that the initiative taken by the Malaysian cooperators with the active collaboration of the I.C.A. during the International Education Year, to intensify the educational efforts will result in more enlightened leadership and membership and consequently, a stronger cooperative movement.

Part - III

6.1 The undersigned visited the country from 6th to 19th December, 1970. This was the third and the last visit during the year of assignment. He participated and assisted in the conduct of the following national seminars held at the Cooperative College of Malaysia, Petaling Jaya.

- (1) National Seminar for Committee Members
(of Primary Cooperatives from 7th to
12th December, 1970 (about 75 participants).
- (2) National Seminar for Internal Auditors
from 14th to 18th December 1970. (about 35 participants).

6.2 During this final visit, the undersigned was assisted by Mr. R. W. Waite, Training Organiser, Cooperative Federation of Western Australia, who was a participant under the ICA Teachers' Exchange Programme, 1970/71. It may be noted that some cooperators from Singapore also participated in the above seminars.



Dr. Dharm Vir, Joint Director (Education), I.C.A. RO & EC emphasising the importance of Cooperative Education while addressing the National Seminar for Committee Members, 1970.



A view of the seminar participants.

6.3 Besides, the undersigned had several useful meetings with cooperators concerned with cooperative education in Malaysia for discussing the recommendations formulated by him. He also participated in the Education and Training Committee of the Cooperative Union of Malaysia in which educational work done during 1970 was reviewed and a programme for 1971 was outlined. The Committee decided to have national seminars on the following subjects, with the assistance of I.C.A. Regional Office & Education Centre :

- i) How Urban Cooperative Societies can assist Rural Cooperators.
- ii) Organisation of Viable Cooperative Societies at Primary Level.

6.4 The national seminars organised for special categories of cooperative personnel such as Managing Committee Members, Secretaries and Chairmen of Cooperative Societies were found very useful. The participants by living together and discussing their problems in a systematic manner during the seminars prepared themselves better for the present and future tasks within the cooperative movements. They also realised the value and role of cooperative education as an integral part of the cooperative business , and development activities.

Follow-up

The recommendations related to cooperative education of the national seminars were discussed at the regional and local seminars and vice-versa. Some of these recommendations have been effectively implemented by selected cooperative societies. For example, English Teachers' Thrift & Loan Society, Penang, has set up an education and training committee and subsequently floated new cooperative ventures such as a petrol kiosk. Because of the effective combination of cooperative education and business development, the petrol kiosk received instant patronage by members and made a successful beginning in case of fierce ~~in~~ competition in this line. Other cooperatives and their business federations should also try a similar approach and thus integrate education with business activities. The Cooperative Unions should provide active assistance in popularising this approach.

Part - IV

A MULTIPLE APPROACH

7.1 In addition to deputing the undersigned, the Regional Office and Education Centre gave the following support to the 'Assignment in Cooperative Education in Malaysia' :

- (1) It supplied to the C.U.M. a slide projector and a set of coloured slides for use in Cooperative Education work. One still Camera with some accessories was also supplied to enable the Union to prepare photographs, slides etc, for use in educational and publicity work.
- (2) Efforts were made to strengthen the libraries and reading rooms run for members and employees of the movement. To achieve this end, ten sets of selected books on Cooperation and Management were supplied to the institutions involved in cooperative education work in the country.
- (3) During the year of assignment and later some active cooperative educators from Malaysia were given opportunities of further training abroad under the following programmes :
 - a. ICA Teachers' Exchange Programme, 1969 and 1970.
 - b. ICA Fellowship Programme, 1970-71.
 - c. ' ICA/UNESCO Seminar of Cooperative Education Leaders, held in Switzerland, 1970.
 - d. SCC 11th International Seminar on Cooperative Education held in Sweden and other European countries, 1970, & SCC 12th International Seminar held in Sweden and other European countries, 1971.
 - e. National Seminar on Cooperative Management held in Singapore, 1970.

7.2 By participation in these educational activities, the Cooperative Union of Malaysia has strengthened the work of its Education and Training Committee. In this way a nucleus has been formed in the Union for promotion of Cooperative Education in Malaysia. Mr.Chong Thin Huatt who visited India & Sweden under the I.C.A. and the Swedish Cooperative Centre's programmes made on his return several useful recommendations

to the C.U.M. and the Cooperative College of Malaysia for improvement of cooperative education in the country.

7.3 As a result of discussions held in various meetings, it was increasingly realised that the Malaysian movement should enter in a big way in the field of consumer cooperation. The 32nd All Malaysia Cooperative Conference, therefore, resolved to establish a national 'Supermarket Society'. The C.U.M. undertook research and educational activities in the field of consumer cooperation with the assistance of I.C.A. Mr. Ragnar Arvidsson, Specialist in Consumer Cooperation, ICA Regional Office & Education Centre, who was deputed for this work, prepared a feasibility study for the establishment of Supermarkets in Penang and Kuala Lumpur areas. He also assisted in conducting a National Seminar on Planning of Cooperative Supermarkets, in September 1970.

7.4 Realising the importance of consumer cooperation, the I.C.A. Regional Office & Education Centre organised and conducted a Regional Seminar on Shop Planning and Management in Japan during May, 1971. Several Malaysian cooperators participated in the seminar and developed an outline for development of consumer cooperation in Malaysia. Mr. Ragnar Arvidsson and the undersigned who were associated with Seminar could arrange further follow-up of the efforts being made to develop consumer cooperatives on modern lines in Malaysia. More assistance is likely to be provided in this field.

7.5 Mrs. D'Cruz, Woman Assistant (Education) in the Regional Office and Education Centre participated in the Regional Seminar on Development of Cooperative Housing held in Malaysia in October-November 1970. Soon after the seminar, she visited some cooperatives in Perak State and had discussions with several women cooperators. She informed them about industrial cooperative societies in India and elsewhere.

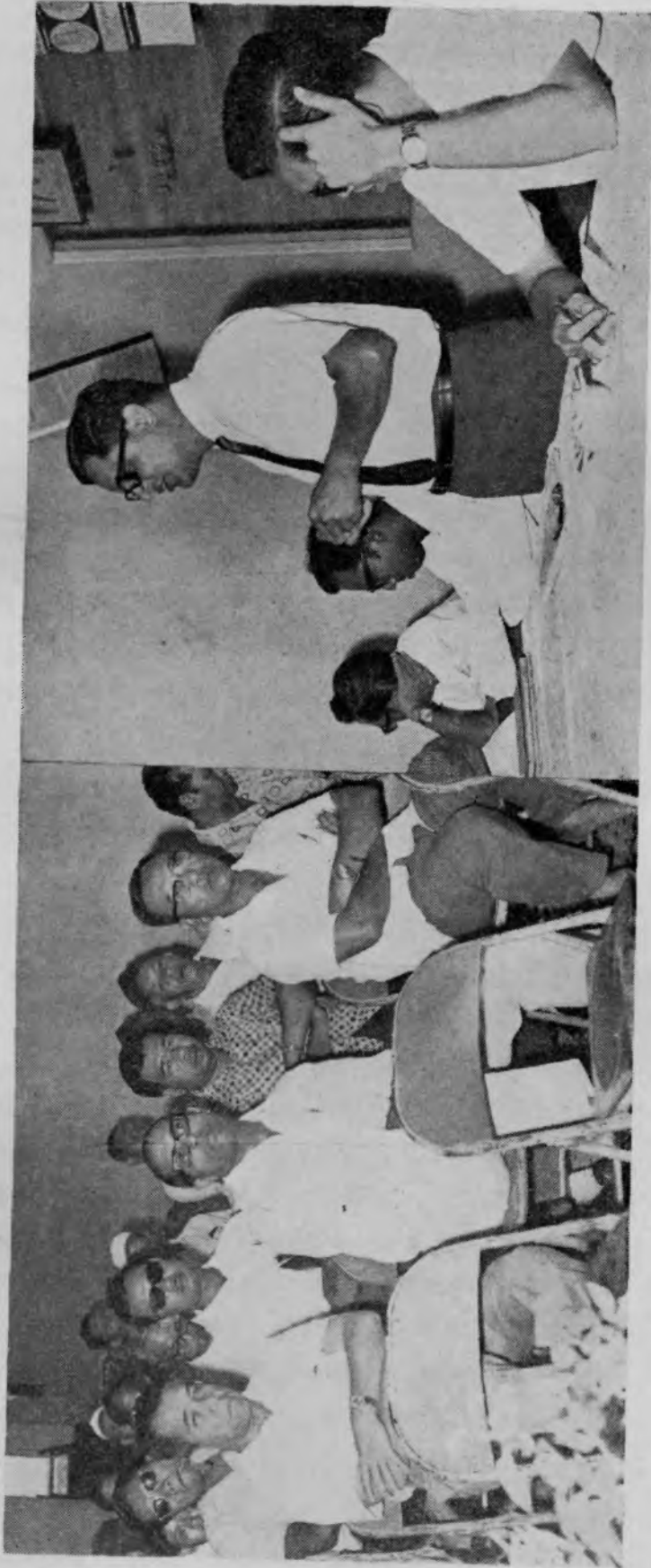
RECOMMENDATIONS

8.1 As mentioned earlier, several useful suggestions for improving cooperative education were made by the cooperators participating in the national, regional and local seminars. Some suggestions had emerged out of the discussions held with the members of Education Committees, cooperative leaders and government officials. To these, I have added my own suggestions, based on my experience with the cooperative development work in Malaysia. A summary of these suggestions are placed below as recommendations for consideration and necessary action by the Malaysian Cooperative Movement. Several of these suggestions were published in the Malaysian Cooperator and widely discussed during the period of the assignment i.e. 1970. Some of them have already been implemented by the C.U.M. and other cooperative organisations with the assistance of ICA Regional Office & Education Centre. Other recommendations may be tried out on a pilot basis with the help of selected cooperative institutions from different parts of the country.

8.2 The most important recommendation which can be made is the follow-up of the resolution on Cooperative Education adopted in the 2nd All Malaysian Cooperative Congress at Johore Bahru. The Congress recommended that all cooperative societies should have Education Committees, Educational Programmes and funds for such purposes.

8.3 The Education Committees should also follow up the resolutions related to cooperative education adopted by the 32nd All Malaysia Cooperative Conference. Two of these are on the questions of teaching of Cooperation in Schools and establishment of a Cooperative Supermarket Society in the country.

8.4 To carry out the above recommendations effectively, the Cooperative Union of Malaysia should ensure that the following arrangements are made and necessary activities undertaken with the



Dr. D. Vir addressing the participants of a regional level seminar on cooperative education held at Taiping, 1970.

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help of appropriate agencies :-

- (1) The C.U.M. should initiate and assist in the organisation of Cooperative Study Forums at different levels (national, regional and local) to discuss important developments concerning cooperative movement. These Forums should have regular meetings and membership.
- (2) The C.U.M. should issue regularly a monthly news bulletin and the quarterly magazine. The Union is already issuing 'The Malaysian Cooperator'.
- (3) The C.U.M. and the Cooperative College of Malaysia together should undertake the preparation of study material and organisation of correspondence courses on subjects of common needs and interest e.g., on Cooperative Principles and Practices, Cooperation in Malaysia, Cooperative Management, Financing and Investment, Consumer Cooperation, Consumer Protection and Education, Home Economics, School Cooperatives, Malaysian Economy, and Elementary Psychology. Wherever possible, study circles and periodical lectures may be arranged for the students pursuing correspondence courses and successful candidates be awarded certificates.
- (4) To guide educators and cooperative workers, the C.U.M. should undertake preparation of manuals and popular material, e.g. a Handbook on School Cooperatives, a Manual of Educational Material for teaching Cooperation in Schools, a manual for cooperative educators, case studies of successful cooperative institutions. M.C.I.S. has already brought out some useful material for its employees. A case study on M.C.I.S. will be a useful tool of cooperative education in Malaysia and other developing countries. It may be mentioned that the MCIS is a highly successful cooperative organisation in the Region and has excellent arrangements for employee training and education.
- (5) The time has come when C.U.M. should consider possibilities of preparing and procuring audio-visual aids such as film strips, films, day-light projectors, posters, etc; also of organising study tours and exhibitions. In this

connection, assistance may be sought from Malaysian Cooperative Agencies Society, Kuala Lumpur, and the Asian Mass Media Research & Information Centre, Singapore.

- (6) The C.U.M. should undertake translation and adaptation of selected cooperative literature, e.g. Manual for Study Circle Leaders; The Report of the I.C.A. Commission on Cooperative Principles, Handbook for School Cooperatives (under preparation), etc.
- (7) The C.U.M. should develop its own libraries and give assistance in developing Library and reading room services in important cooperatives and all the Regional Cooperative Unions.

In this connection it may be mentioned that the Cooperative College of Malaysia has been trying to establish a scheme of Loan of books in bulk. The cooperative organisations may make increasing use of this system, which will enrich nucleus libraries to be established in cooperatives and their Unions.

- (8) The C.U.M., the Cooperative College and the Department of Cooperative Development should jointly take initiative and give assistance in organising national, regional and local seminars/workshops on important subjects, e.g. multipurpose cooperatives, business management, cooperative education and publicity, member communication, school cooperatives, farm guidance and home improvement activities of agricultural cooperatives dairy cooperatives; fishermen's cooperatives, etc.
- (9) Besides having member education activities, it is necessary for the C.U.M. to organise training of trainers and employees of cooperatives. As in Swedish Cooperative Movement short residential courses, on the job training combined with correspondence courses and study circles may be arranged for them. In this respect assistance should be taken from the Cooperative College of Malaysia, and some pilot projects be undertaken in the field of cooperative education. The system of cooperative education thus evolved by the cooperative movement in the country should be effectively linked with the system being evolved at the international level.

- (10) It is very important for the C.U.M. to have provision of research, advisory and related services for member societies in education, communication, management, new development, investment, etc. Research and evaluation activities especially in the field of consumer cooperative education and development should also be undertaken and assistance in this field be sought from the government and relevant international agencies.
- (11) Special sports and cultural activities should be organised for young people. Essay competitions may be organised for students and good essays be published in "Malaysian Cooperator" and other journals. Local cooperatives should give all possible support social and economic to cooperative projects in Schools.

8.5 Structural arrangements

- (1) There should be active Development and Education Committees in all Societies, Regional Cooperative Unions and the Cooperative Union of Malaysia. Among others, such committees should include representatives of youth, women employees and the Board of Directors. The C.U.M., most of the Regional Cooperative Unions, and some of the cooperatives, such as M.C.I.S., Malaysian Railways Thrift and Loan Society, Kuala Lumpur, Government Servants' Thrift & Loan Society, Seremban, English Teachers' Thrift & Loan Society, Penang and other places already have active Education Committees.
- (2) Education Sections equipped with trained personnel and audio-visual aids and cooperative literature are needed in the C.U.M., the Regional Cooperative Unions and large sized cooperative societies.
- (3) The in-charge of education in the Unions should preferably be fulltime cooperative educators. They should be well trained in educational methods, member communications and business management. They should have experience in editing, preparing study material and conducting adult education work. Such a cooperative education personnel will be able to

organise systematically educational activities, maintain records and follow-up recommendations made in this report.

- (4) There should be a national coordination committee for comprehensive planning and effective implementation of cooperative education programmes in Malaysia.

8.6 Equipment : The following equipment are needed to carry out the programmes efficiently :

- (a) Films and film projectors 8 mm and 16 mm.
- (b) Slides and film strip projector with coloured slides and film strips on cooperative subjects (some supplied by ICA Regional Office & Education Centre).
- (c) Still Camera set for production of photos and slides (already supplied by the ICA RO&EC).
- (d) Sets of books for the nucleus libraries of Regional Cooperative Unions & selected Cooperative Societies (already supplied by ICA RO&EC). For reference please see Appendix B.

8.7 Finances:

(i) As mentioned earlier, the 2nd All Malaysian Congress has recommended that all cooperative societies should have funds for cooperative education. To follow up recommendations made in the present report, it is necessary that the Cooperative Union of Malaysia, Regional Cooperative Unions and their affiliated societies have adequate flow of funds for cooperative education of their leaders, rank and file of members and the employees. This fund has to be separate from contributions to the Cooperative College of Malaysia and funds for education of members' children. In addition, wherever possible educational activities should be treated as a part of business expenditure, or as a long-term investment for development of cooperative societies and their membership. Education can also be treated as a common service to members. In this connection, attention may be drawn to the deliberations of the past cooperative congresses in Malaysia, taken place on the question of education funds. As the cooperators in Malaysia have realised the value of cooperative education it should not be difficult for them to make individual

contributions for such a purpose.

(ii) The cooperative societies and their unions may also raise some funds by selling educational material, stationery and forms for cooperative societies. Cooperative education should be a part of the business of cooperative institutions and it has to be business-like in its approach, methods and contents.

(iii) For specific programme or project in cooperative education the cooperative movement may accept assistance from government or any other fraternal source.

8.8 Incentives to Cooperative Educators:

As the cooperative movement in Malaysia is still at a developing stage, it may not be possible to arrange for full economic compensation for the work of cooperative educators. It is, therefore, suggested that provision should be made for social incentives for such workers.

Cooperative societies and the Unions should organise functions on various occasions such as International Cooperative Day, Annual Day, Women's Day, Young Cooperators' Day. These functions may be utilised for cultural and educational activities as well as for honouring cooperative educators. Some certificates and prizes may also be given to those who have actively participated in the educational programmes.

The cooperative societies and their unions should continue to use their general body meetings for education of participating members. It is encouraging to note that most of the cooperatives in Malaysia bring out very informative and attractive reports and circulate them widely before the general body meetings. Such a practice should continue, however, more educational material and information about local cooperative educators may be included in such reports.

CONCLUSION

9.1 As the report indicates, the task attempted by the undersigned was not only to advise and assist in planning but also in initiation of the cooperative education programmes in Malaysia. Under the assignment he tried to develop nuclei of cooperative education activities at the national, regional and local levels. Education Committees have already been formed in the Cooperative Union of Malaysia, Regional Unions and in some big

primary cooperative societies, to look after educational and developmental activities. Some of these committees have organised local and regional seminars and other educational activities.

9.2 During his assignment the undersigned could visit about 30 cooperative institutions and conduct 36 educational seminars and other meetings for 1298 cooperators. All this was made possible by the active support of local leaders, members of Education Committees and rank and file members. The Government of Malaysia and the Cooperative College also provided all possible assistance. The undersigned feels that a close coordination between the cooperative education agencies can be brought about for common good of cooperative movement as a whole. Cooperation among cooperatives can have a good beginning through joint educational activities. The undersigned was provided with a local-counterpart by the Cooperative Union of Malaysia. Efforts were made to train him in methods and techniques. It is very necessary to have a full-time counterpart who can assist a foreign expert and later on follow-up recommendations made by him.

9.3 An assessment of the work done so far has been made by the Education Committee of the Cooperative Union of Malaysia and now efforts are afoot to develop specialised education programmes in the fields of Consumer Cooperation, multi-purpose cooperatives, development of cooperative insurance, etc. to be implemented during the Second Malaysia Plan. Last but not the least, the idea of self help and mutual help (Ramai bagi satu - satu bagi Ramai) has been further fostered among the Malaysian cooperators, especially among cooperative educators.

9.4 The financing of cooperative education is still a problem to be solved by the Malaysian Cooperative Movement. The Malaysian Cooperators should vigorously follow-up the discussions on financing of cooperative education activities already held in the previous cooperative congresses and conferences in the country.

9.5 By working intensively with the Cooperative Movement in Malaysia the undersigned has realised that the potentiality for cooperative development in the country is immense, and cooperative education has to play a vital role in turning it into reality. In fact, in certain sectors such as cooperative insurance, processing, credit and housing the

Malaysian Cooperative Movement is so advanced that it should increasingly share its achievements and experience with the cooperative movements in the neighbouring countries. The process of exchange of views and experiences among Malaysian cooperators of Malaysia and those of the neighbouring countries such as Singapore and Thailand has been accelerated during the period of the assignment. We in ICA Regional Office and Education Centre will watch with interest the growth of opportunities for such an exchange of cooperative experience, specially during the Cooperative Development Decade.

9.6 The impact of the cooperative education work done during the period of the assignment and earlier is well reflected in the resolution, which was unanimously passed by the Second Malaysian Cooperative Congress. The resolution reads as follows :

"The Congress congratulates UNESCO for declaring 1970 as the International Education Year and commends the efforts of the U.N. in involving cooperative movement in the Second Development Decade. It notes with satisfaction that the Cooperative Union of Malaysia and ICA Regional Centre in New Delhi are making intensive efforts in the field of Cooperative Education and recommends that all cooperative societies should have Education Committees, Educational Programmes and funds for such purposes."

9.7 On going through the resolution carefully we will find that the resolution does not cover Malaysia alone; it has relevance to cooperative movements in other countries as well as to international organisations. Still better results can be achieved if suitable coordination takes place among agencies concerned with cooperative education and other development programmes. Nevertheless, the efforts jointly made by the I.C.A. RO&EC and the Malaysian Cooperative Movement during 1970, may be treated as a voluntary contribution to the U.N. International Education Year.



Mr. Chong Thin Huatt, Vice-President of the Cooperative Union of Malaysia addressing the National Seminar of Internal Auditors, 1970.



Participants and some of the resource persons for the Seminar.

APPENDIX -A.

Programme completed by Dr. Dharm Vir

under

THE ASSIGNMENT IN COOPERATIVE EDUCATION
IN MALAYSIA

Part - I: 2nd Jan. to 10th Feb., 1970

Approx. No. of
participants.

| | | | |
|----|--------|-----------|---|
| | 2.1.70 | Friday | Arrival at Kuala Lumpur |
| 15 | 3.1.70 | Saturday | Meeting Education Committee Cooperative Union of Malaysia. |
| 8 | 4.1.70 | Sunday | Meeting with Mr E.S. Murthy, Mr G.S. Dass and others of Mid-lands Cooperative Union, Kuala Lumpur. - Planning of Regional Seminar in Mid-lands. |
| 4 | 5.1.70 | Monday | Meetings with Commissioner Cooperative Development and his colleagues. Planning of Seminars in rural areas. |
| 3 | 6.1.70 | Tuesday | Meetings with Principal Cooperative College of Malaysia and his colleagues. Discussion on the future plans of the cooperative college. |
| 20 | 7.1.70 | Wednesday | (1) Meeting with Development Officers, Midlands Zone of the M.C.I.S. Discussion on the possibility of organising educational programme for the policy holders of M.C.I.S. (2) Meeting of the Education Committee of MCIS. - Discussion on some education programmes through M.C.I.S. officers. |
| - | 8.1.70 | Thursday | (1) Visits to Malayan Railways Thrift and Loan Cooperative Society, Kuala Lumpur. (2) Jaffanese Thrift and Loan Coop. Society, KL. (3) Police Thrift and Loan Cooperative Society, Kuala Lumpur. (4) Malayan Survey Department Thrift and Loan Society, Kuala Lumpur. (5) National Land Finance Cooperative Society Kuala Lumpur. |

- (6) Post & Telegraph Thrift & Loan Society, KL.
- (7) Brief meeting with Mr Ivan Vogel, Advisor to Central Cooperative Bank, Kuala Lumpur.
- 9.1.70 Friday (1) Meeting with Mr G.S. Dass, Asstt. Commissioner for Cooperative Development.
Discussion on the organisation of School Cooperatives in Mid-lands area.
- 6 (2) Informal discussion with teachers and cooperative educators who participated earlier in the National Seminars at the M.C.I.S. Building, KL.
- 35 10.1.70 Saturday (1) Participation in the weekend seminar on Cooperative
11.1.70 Sunday (2) Education organised by the Midlands Cooperative Union, Kuala Lumpur.
- 25 12.1.70 Monday (1) Proceed to Penang.
to (2) Participation in the weekend seminar on
15.1.70 Thursday Cooperative Education organised by Penang Cooperative Union (preceded by a film show every evening).
- 6 (3) Follow-up of participants of the National Cooperative Course for Secondary School Teachers, Kuala Lumpur, July-Aug.1969.
- (4) Talk on Cooperative Education & School Cooperatives at Methodist School, Penang.
- 16.1.70, Friday (1) Proceed to Taiping (Perak State)
- 8 (2) Meeting with officers of the Perak State Cooperative Union.
- 17.1.70 Saturday (1) Visits to the following Cooperative Societies :
(a) Govt. Servants' Thrift & Loan Society.
(b) The Taiping Housing Societies Ltd. Taiping
(c) Municipal Employees' Consumer Cooperative Store, Taiping.
(d) Malay Cooperative Marketing Society, Taiping (Cooperative Bazar)
(e) School Cooperative Society at Changkot Jering, Secondary School.
- 30 (2) Talk on Cooperative Education to the Cooperators from Marug, Matang and Selama district of Perak.
- 18.1.70 Sunday Proceed to Ipoh
- 60 (1) Weekend Seminar on Cooperative Education organised by the Perak Cooperative Union at Ipoh.

- | | | | |
|----|---------|-----------|---|
| 16 | 19.1.70 | Monday | (1) Talk on Farm Guidance Activities of Agricultural Cooperatives and discussion with the Cooperative Officers of Perak State. (2) Visit to Replanting Department T&L Society, Ipoh. |
| 25 | 20.1.70 | Tuesday | Talk on Cooperative Education to the field staff of M.C.I.S. at Ipoh. |
| | 21.1.70 | Wednesday | Discussions with local co-operators and educators at Ipoh. |
| 65 | 22.1.70 | Thursday | (1) Participation in the State Level Seminar on School Cooperatives. (2) Departure for Cameron Highlands. |
| - | 23.1.70 | Friday | Free |
| - | 24.1.70 | Saturday | (1) Visit to the Consumer Cooperative Society at Golden Dollar Tea Estate in Cameron Highlands. (2) Proceed to Kuala Lumpur. |
| - | 25.1.70 | Sunday | Free |
| - | 26.1.70 | Monday | Visit to Film Negara, Kuala Lumpur |
| - | 27.1.70 | Tuesday | (1) Visit to CUM & CCB. (2) Show of a Cooperative film at Film Negara, Kuala Lumpur. |
| - | 28.1.70 | Wednesday | (1) Along with Mr Kularajah and Mr Dass, visit to cooperatives at Negri Sembilan. |
| 10 | 28.1.70 | Wednesday | (2) Talk on Cooperative Education to the board members and local cooperative educators at the Government Thrift and Loan Society at Negri Sembilan. |
| | 29.1.70 | Thursday | (1) Proceed to Batu Pahat. |
| 50 | | | (2) Talk on Cooperative Education at the Seminar of M.C.I.S. Field Personnel at Batu Pahat. |
| | 30.1.70 | Friday | Return to Kuala Lumpur. |
| | 31.1.70 | Saturday | (1) Meeting with the President, CUM. (2) I.C.A. Lunch to the Cooperative Leaders. |
| 20 | | | (3) Participation in the Development Committee of CUM and the Public Relation Committee (CUM) (4) Presentation of the Report of the work done in Malaysia to the Education Committee of CUM. |

| | | | |
|----|---------|----------|---|
| - | 1.2.70 | Sunday | (1) Proceed to Malacca |
| 20 | | | (2) Visit to Municipal Workers' Thrift & Loan Society and discussion on Cooperative Education with the local cooperators. |
| | 2.2.70 | Monday | (1) Visit to School Cooperatives near Malacca. |
| | | | (2) Proceed to Batu Pahat. |
| 30 | 3.2.70 | Tuesday | (1) Participation in the rural seminar at Batu Pahat organised by the Division of Cooperative Development, Malaysia. |
| - | | | (2) Visits to local cooperatives in Kluang |
| 30 | | | (3) Talk on Cooperative Education organized by the Regional Cooperative Union, Johore (at New Kluang Hotel) |
| 25 | 4.2.70 | Thursday | (1) Participation in the rural Seminar at Parsulong organised by the Division of Coop. Development. |
| 12 | | | (2) Discussion on Cooperative Education with the Committee members of Government Servants' Thrift and Loan Society, Batu Pahat (followed by a slide show on a model fisheries society). |
| - | 5.2.70 | Thursday | (1) Proceed to Johore Bahru. |
| 25 | | | (2) Talk on Cooperative Education in the meeting organised by the Johore Cooperative Union. |
| 6 | 6.2.70 | Friday | (1) Discussion on Cooperative Education with the Secretary and other local officers of Johore Cooperative Union. |
| | | | (2) Chinese New Year. |
| | 7.2.70 | Saturday | Return to Kuala Lumpur. |
| | 8.2.70 | Sunday | Discussion with Mr G.S.Dass and Mr.N.Jaganathan. |
| | 9.2.70 | Monday | (1) Proceed to Penang |
| | | | (2) Discussion with the Chairman Education Committee, Cooperative Union of Malaysia. |
| | 10.2.70 | Tuesday | Arrival at New Delhi |

ASSIGNMENT IN COOPERATIVE EDUCATION
IN MALAYSIA

(continued)

Part - II : 30th March to 19th April, 1970.

Approx. No. of
participants.

| | | | |
|----|---------|-----------|---|
| | 30.3.70 | Monday | Arrival at Kuala Lumpur |
| | 31.3.70 | Tuesday | Meeting with Mr N.A.Kularajah, President of the Cooperative Union of Malaysia. Mr. Mathimugan, Hon. Secretary, Education Committee of the C.U.M. and Manager, Public Relations, Malaysian Cooperative Insurance Society (MCIS). |
| | 1.4.70 | Wednesday | Discussion with President of the Cooperative Union of Malaysia. Meeting Tuan Haji Ismail-bin-Abdullah Assistant Commissioner for Cooperative Development, Kuala Lumpur, Malaysia. Discussion with Mr. Dass, Assistant Commissioner for Cooperative Development, Kuala Lumpur regarding formation of School Cooperatives in Midlands. |
| | 2.4.70 | Thursday | Visit to the Cooperative Union of Malaysia. |
| 6 | | | Follow-up meeting with the President and other office bearers of the Midlands Cooperative Union regarding future programmes in Cooperative Education. |
| | 3.4.70 | Friday | Preparation for the Second Malaysian Cooperative Conference and the 32nd All Malaysian Cooperative Congress. |
| | 4.4.70 | Saturday | Preparation for the National Seminar for Chairmen of Cooperative Societies. Meeting with Mr. Chong Thin Huatt, Chairman, Education Committee, C.U.M. |
| 30 | 5.4.70 | Sunday | Participation in the National Seminar for Chairmen |
| | 6.4.70 | Monday | of Cooperative Societies. Talks on : 1. Development of Cooperative Leadership. 2. ICA and Cooperative Development in Malaysia. |

- 7.4.70 Tuesday Departure for Kotabaharu.
- 30 Participation in the local seminar for Cooperative Leaders of Agricultural Societies (slides shown on Study Circle in Malaysia).
- 30 8.4.70 Wednesday Participation in the local Seminar at Bachok for Cooperative Leaders (slide show on Farm Guidance in Japan).
- 9.4.70 Thursday Departure for Kuala Lumpur to Singapore.
Meeting with the President and Members of the Board of Singapore Cooperative Union.
- 10.4.70 Friday Departure for Johore Bahru.
- 500 Participation in the 32nd All Malaysian Conference.
- 11.4.70 Saturday Participation in the Conference.
Presentation of the sets of books and extended greetings on behalf of the ICA.
Discussion with the Secretary, Johore Bahru State Cooperative Union regarding the follow-up of Regional Seminars on Cooperative Education.
Discussion with Mr. Amphorn Na Pombajra, Member Board of Directors, Cooperative League of Thailand regarding follow-up of the Regional Seminar on Farm Guidance.
- 500 12.4.70 Sunday Participation in the 2nd Malaysian Cooperative Congress
Discussion with Mr. Chong Thin Huatt, Vice-President of the Cooperative Union of Malaysia on further planning of cooperative education programmes in Malaysia in 1970.
- 13.4.70 Monday Departure for Singapore.
Participation in the National Seminar on Cooperative Management organised by the I.C.A. (Two cooperators from Malaysia participated in the seminar).
Further discussion with Mr. A.N. Pombajra of the Cooperative League of Thailand.
- 14.4.70 Tuesday Visit to School Cooperative at Johore Bahru and
to discussion with its office bearers.
- 18.4.70 Saturday Participation in the National Seminar on Cooperative Management at Singapore.
Discussions with the office bearers of the Singapore Cooperative Union Ltd.
- 19.4.70 Sunday Departure for New Delhi.

ASSIGNMENT IN COOPERATIVE EDUCATION (contd...)
IN MALAYSIA

Part - III : 6th to 22nd December, 1970.

Approx. No. of
participants

| | | | |
|----|----------|----------|---|
| | 6.12.70 | Sunday | Arrival at Kuala Lumpur along with Mr. R. W. Waite, Cooperative Federation of Western Australia. |
| 75 | 7.12.70 | Monday | Participation in the National Seminar for Committee Members. |
| | to | | |
| | 12.12.70 | Saturday | Discussions with the Principal, Cooperative College of Malaysia, Petaling Jaya, Kuala Lumpur. |
| 15 | 12.12.70 | Saturday | Participation in the Meeting of Education Committee of the Cooperative Union of Malaysia, held at Kuala Lumpur. |
| | 13.12.70 | Sunday | Preparation for the National Seminar for Internal Auditors. |
| 35 | 14.12.70 | Monday | (i) Participation in the National Seminar of Internal Auditors held at Cooperative College of Malaysia. |
| | to | | |
| | 18.12.70 | Friday | (ii) Discussion with the President, Cooperative Union of Malaysia, Kuala Lumpur. |
| | | | (iii) Meeting with Director General, Department of Cooperative Development, Malaysia. |
| | | | (iv) Participation in the meeting called at M.C.I.S. to discuss the feasibility study on Super Market prepared and presented by Mr. R. Arvidsson. |
| | 19.12.70 | Saturday | |
| | | F.N. | Departure, along with R.W. Waite, to Singapore. |
| | | A.N. | Meeting with the Executive Members of Singapore Cooperative Union. |
| | 20.12.70 | Sunday | Meeting with the Office-bearers of the Army Workers Thrift and Loan Society at Lion City Hotel, Singapore. |
| | 21.12.70 | Monday | (i) Meeting with the office-bearers of P & T Thrift and Loan Society, Singapore. |
| | | | (ii) Meeting with office-bearers of English Teachers Thrift and Loan Society Ltd., Singapore. |
| | | | (iii) Meeting with the office bearers of Singapore Government Servants' Thrift and Loan Society. |
| | | | (iv) Meeting with the office-bearers of Singapore Cooperative Union. |
| | 22.12.70 | Tuesday | Departure for New Delhi. |

APPENDIX -B.

List of Books and other material supplied under the Assignment
to the Cooperative Movement in Malaysia.

1. Botham, C.N. Audio-Visual Aids for Cooperative Education and Training, Rome, F.A.O., 1967, pp.98
2. C.C.T. Cooperative Training in India for Foreign Scholars, New Delhi, Committee for Cooperative Training, pp 18. n.d.
3. Deverell, Business Administration and Management
4. Dewyer, Office Management
5. Hutchinson, C.R. Teachers' Manual For Study Circle Leaders: New Delhi, National Cooperative Union of India, (NCUI), 1966, pp 388.
6. I.C.A Education and Voluntary Movements, New Delhi, ICA RO&EC.
7. I.C.A. Coopcrative Education in India - An Approach, New Delhi, ICA RO&EC, 1962, pp.20
8. I.L.O.. Cooperation: Workers Education Manual, Geneva, 1956, pp.156
9. I.L.O. Cooperative Management and Administration. Geneva, International Labour Organisation.
10. Kularajah, N.A.' Introduction To The Cooperative Movement, Petaling Jaya, The Malaysian Cooperative Printing Press Society, 1968, p.152.
11. Laidlaw, A.F. Training & Extension in Cooperative Movement, Rome, F.A.O., 1962, pp.78
12. Radetzki, M. Economics of Consumer Cooperatives, New Delhi, ICA RO&EC, 1968, pp.27
13. - Role and Responsibilities of Executive Committee: New Delhi, Indian Institute for Public Cooperation.
14. Sinha, B.K. Cooperatives in Package Districts: New Delhi, National Cooperative Union of India (NCUI) pp.120, n.d.
15. Sinha, B.K. Indian Cooperation: (Revised as Cooperatives in India). Bookhive 26/18, East Patel Nagar, New Delhi-8, pp.108
16. Staermose, R. Cooperative Book Keeping - As An Introduction to Cooperative Management, Lahore, West Pakistan Cooperative Union, 1964, pp.296
17. Staermose, R. Management of Urban Consumer Cooperative Societies: Lahore, The West Pakistan Cooperative Union, 1964, pp.552.
18. Vir D. Manual for Study Circle Leaders, New Delhi, ICA Regional Office & Education Centre, Revised 1969.
19. Vir, D. Report of the Regional Seminar on Farm Guidance Activities of Agricultural Cooperatives, New Delhi, ICA RO&EC, 1969 (Mimeographed).

Audio-Visual Aids

1. ICA and Cooperative Education in Malaysia : A set of coloured slides prepared by Dr.D.Vir, Specialist in Educational Methods, ICA RO&EC, New Delhi, 1970.
2. Farm Guidance and Home Improvement Activities of the Japanese Agricultural Cooperatives. A set of coloured slides supplied by Central Union of Agricultural Cooperatives, Tokyo, n.d.
3. Study Circles in Malaysia: A set of coloured slides prepared by Dr.D.Vir, Specialist in Education Methods, ICA RO&EC, New Delhi, 1969.
4. "Cooperative Flag" A set of coloured slides produced by Shitole Bros.- Bombay.
5. A set of Flash Cards on Functions of President of Service Cooperative Society, prepared by the National Cooperative Union of India (NCUI), New Delhi. 16 Cards.

Equipment

1. One Still Camera - Canon with Electronic flash and other accessories.
2. One Slide Projector (CABIN) with accessories.

Journals and Pamphlets

1. ICA Information Bulletin: Special No, and other material, New Delhi, ICA Regional Office & Education Centre.
2. The NCCF Management Service Pamphlets. New Delhi, National Cooperative Consumers' Federation Ltd., Jan.69, onward. No.1 to 23.

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(Also please see Appendix B)

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- Gullick, J.M. : Malaya London: Ernest Benn Limited, 1963, pp.256
- I.C.A. : Cooperative Leadership in South-East Asia. New Delhi: Asia Publishing House, 1963, pp.134
- : "Report of the I.C.A. Commission on Cooperative Principles" London: ICA, 1967, pp.40.
- Ishak, A.B.D.Aziz: No Compromise on Principles and Policies. Petaling Jaya: Malayan Times, Jan.1963, pp.162
- Kanapathy, V. : Malaysian Economy - Problems and Prospects. Singapore: Asia Pacific Press, 1970, ref.177. (pp.240)
- Kularajah, N.A. : Introduction to the Cooperative Movement (in Malaysia). P.J: The Malaysian Cooperative Printing Press Society Ltd, 1969, pp.152
- Lim, Chong-yah : Economic Development in Malaya. Kuala Lumpur: Oxford University Press, 1969, p.172-73.
- M.C.I.S. : A Career for you in the M.C.I.S. Service (Career Orientation Guide). Kuala Lumpur: M.C.I.S. p,40. n.d.
- : Campaign New Breed Training Manual, Kuala Lumpur Malaysian Cooperative Insurance Society (M.C.I.S), p.21, n.d.
- Ministry of Agriculture and Cooperatives (Division of Coop.Development) Malaysia. Report and Statistics Cooperative Movement in West Malaysia, 1967, p.37
- Silver Jubilee Souvenir 1924-50, Kuala Lumpur: Jaffnese Cooperative Society Ltd. pp.54
- Second Malaysia Plan - 1971-75, Kuala Lumpur, The Government Press, 1971, pp.267

- Tarling, N. : A Concise History of South East Asia.
Singapore: Donald Moore Press Ltd, 1967, pp.334
- Vir, D. et al. Farm Guidance Activities of Agricultural Cooperatives.
New Delhi, I.C.A. Regional Office & Education Centre,
Jany 1971, pp.128
- FRYER, Donald W.,: Emerging Southeast Asia - A Study in Growth and Stagnation.
New York: McGraw-Hill Book Co.,1970, Pages 486

Articles in
Periodicals & Journals

- Abu Bakar Bin Mohd Arif : "The Cooperative Movement in Sweden".
The Malaysian Cooperator, Vol. 1 No.2 p29-32.
- : "M.C.I.S. Education Committee".
The Malaysian Cooperator, Kuala Lumpur: Cooperative
Union of Malaysia, Special Issue, pp.50-51, July 68
- Ahmed bin M.Yunus: "Functions of the Division of Cooperative Development".
The Malaysian Cooperator, KL, CUM. Vol. 1, No.1 July 66,
pp. 20-24
- : "Opening Address at the Cooperative Educators' Training
Seminar" (on 5.8.68 at Cooperative College of Malaya)
The Malaysian Cooperator, KL. CUM, Vol. II, No.4, Oct.1968
- Alexander S.: "The Malayan Cooperative Printing Press"
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development in cooperative insurance. Participation of senior executives including CDOs was suggested so that there will be a get together on a formal basis of the officials of the Society. It was suggested that the seminar be organised on the third week of March 1970. It is to be a one day seminar.

2. Seminar for Committee Members of all Affiliates

Another one day seminar was also suggested to be held for the committee members of affiliates of the MCIS. The purpose of this seminar was for affiliate members to discuss MCIS, its promotion and how best the affiliates could help in the further development of the Society. It was also suggested that a film on cooperatives be shown during this seminar.

3. Trade Union and MCIS

It was felt that a seminar be held in September, inviting trade union committee members to discuss and promote cooperation between trade unions and the MCIS which are of mutual benefit. It was thought that this seminar would be a good place and time to explain the benefits offered by MCIS which could be taken advantage of by trade unions at relatively very little cost to them.

4. Study Circles

Discussion took place on the question of participation by members in the education activities of the Society. Since the 'Meet the Members Sessions' had not received the necessary support, it was felt other methods be tried out. In this context, it was decided that study circles methods should be explored for use by the Society in its educational programme. However, it was decided that further thought and discussion be given as how best it could be implemented.

5. Dr. Dharm Vir

The Hon. Secretary explained to the Committee about the secondment of Dr. Vir to the Malaysian Cooperative Movement for the promotion of Cooperative Education in the country. The Committee felt that Dr. Vir should be made available to the MCIS for the purpose of discussing with him the educational activities of the Society. It was therefore decided that a meeting be arranged for the Education Committee to have talks with Dr. Vir and to arrive at activities which are feasible for the promotion of education among the MCIS members.

With no further matters to be discussed, the meeting adjourned at 3 with a vote of thanks to the Chair.

Hon. Secretary

THE MALAYSIAN COOPERATIVE INSURANCE SOCIETY LIMITED
36, Jalan Ampang, Kuala Lumpur

Education and Training Committee

Minutes of the Meeting held on 7th January, 1970 at the MCIS with Dr. Dharm Vir. The Meeting was held with the following officials and senior staff of the Society attending.

Present: Enche G.S.Dass
 " Abu Bakar bin Mohd. Ariff.
 " Francis Soosay
 " K.K.V. Singam
 " S.B. Nathan
 " Wong Khai Wah
 " L. Moyyappan
 " R. Mathimugan
 " Harun bin Majid
 " Leong Su Seng
 " K. Jegatheeswaran
 Che Patricia Ong
 Enche N.A. Kularajah

The Secretary chaired the meeting in place of the Chairman of the MCIS Education and Training Committee, Enche Ahmad Hourmain as he was unfortunately unable to attend due to the late notification of the meeting. The Secretary reviewed for the benefit of the members activities that were planned by the MCIS Education and Training Committee in 1969 - most of which were not implemented due to unavoidable circumstances. He then related the objectives for 1970 that were contained in the Minutes of the Meeting held by the MCIS Education and Training Committee in December, 1969. He explained that the main purpose of this meeting was to have discussions with Dr. Vir and to arrive at some activities which the MCIS could pursue in its programme for educating and training the members of the MCIS.

Dr. Vir then addressed the meeting. In the first place Dr. Vir said that he was going to suggest was in fact what had been discussed earlier when he had met the Development Officers of the Society in the morning. At that meeting, he had put forward ideas to the field staff and asked their opinions and views as to what and how much could be implemented. He made it clear that the decision to implement them would have to be made by the Board and Management and that he was relating just the suggestions and his views in support of them.

The first suggestion was that a members' service hour be held every week at every branch office in the country. Dr. Vir said that every development office have an open hour every once a week during which the development officer could clarify and assist members with their problems. Announcements should be made as to when this weekly meeting hour would be and to make clear that the development officer would be present during this hour for this purpose.

He also suggested as an extension to this idea the opening up of forums in every major centre in the country for members of the MCIS. These forums could have meetings during which tea and other facilities could be offered to them. During these tea meetings well-known personalities in that area could be approached to make short speeches on subjects of various nature. It could be on income tax to help those who may have some difficulties over this matter. This talk could be given by an income tax expert or income tax officer who may be a member of the MCIS. Any facility that could be offered by these forums which in the first instance could be from the branch office itself e.g. library facilities will encourage members to look to MCIS as their own service organisation.

At the same time, this forum could organise every year a foundation day celebration. On this day, sports activities and other activities could be organised, rounded with a grand gala dinner. Contributions could be received from members in the organising of the dinner and other expenses in connection with the celebrations.

Another suggestions made by Dr. Vir was the establishing of a well trained corp of officers who could address schools and other meetings on cooperative subjects.

In respect of the MCIS Review, Dr. Vir suggested that an essay competition among school children could be held where subjects could be given by the editors of the Review and prizes awarded to the best essays. The best essays then could be published in the Review giving publicity to the MCIS Review and the MCIS. Similarly, he suggested that the Review should be issued to every school in the country, if not to every school that has a cooperative functioning within itself.

After making these suggestions, Dr. Vir then elaborated on what he would suggest should be training for development staff to make them better cooperative educators. In the first instance, he suggested that a proper course on cooperation should be formulated based on the book 'Introduction to the Cooperative Movement' by Mr. N. A. Kularajah. He said that this was essential if development staff were to carry out extensively and intensively cooperative work which is definitely a part of their function. Similarly, training programme should include subjects on the study of basic economics and also on the Malaysian economy. He suggested that each and every development staff must be trained on and be able to talk about the Malaysian economy. 'Business Administration and Management' subjects should also be included in the programme. A further course suggested by him was on 'Psychology' since every field man or salesman must be an expert in the understanding of human beings and their attitude.

To bring women into the fold of the MCIS he suggested that 'Home Economics' be a subject which would mean that Development Officers could lecture or address gatherings of women on subjects that interest them. Study of 'Home Economics' would certainly assist in the furtherance of the interest of the MCIS. Others suggested were on 'Public Speaking and Leadership'.

During the discussion that ensued, it was agreed on principle that these were good suggestions and the members in the meeting, particularly, the members from the Board suggested that thought could be given and would be given for implementing whatever that was feasible.

Dr. Vir also made his comments on the application of study circles in the country which was earlier suggested by the Education and Training Committee. He said study circles could not be a success here as much planning and organising had to be put in and it would only be useful as an advance method of education.

In the course of the discussions, Enche G.F. Dass made a suggestion which was considered by all as a very worthwhile one and which merits MCIS earnest considerations. He suggested conduct of adult education classes for members' children who have not been able to pass the Lower Certificate of Education Examination. A pilot project could be started and it was agreed that the General Manager present a paper on this to the Board for consideration.

The Meeting then adjourned with a vote of thanks and appreciation to Dr. Dharm Vir.

Hon. Secretary

31 Jan. 1970

Extract from the Seminar Programme for M.C.I.S.
Field Personnel

Batu Pahat, Johor
29th - 30th January, 1970.

P R O G R A M M E

29th January 1970.

- 2.00 p.m. Uchapan Pembukaan
- 2.15 p.m. "Why Cooperative Insurance"
Enche G.S.Dass, A.M.N.
- 3.15 " "Why Buy a MCIS Policy"
Enche N.A.Kularajah, P.J.K.
- 4.15 " "Methods of Promoting Cooperative Education"
Dr.Dharm Vir, ICA New Delhi.

~~January~~

30th January, 1970

- 8.45 a.m. "Life Assurance Selling As A Career"
Enche M. Tharmasogaran.
- 9.30 " "Knowledge in Successful Selling"
Enche Harun bin Abdul Majid
- 10.15 a.m. "How a Sales Presentation is Made"
Enche Shafiee bin Ahmad
- 11.00 " "Objectives for 1970"
Enche R.Mathimugan
- 11.45 " "How to Beat a Sales Slump"
Enche M.Subramaniam
- 12.30 a.n. "How to Avoid Lapses"
(1) Enche Zainal Abidin bin Haji Amin
(2) Enche Kamaruddin bin Sidek
- 1.00 p.m. Makan Tengah Hari

- 2.00 p.m. "How to Avoid Lapses"
(3) Enche K.Pandian
(4) Enche Clarence Minesinghe
(5) Enche T.Thangaratnam
- 2.45 p.m. "How to Close"
Enche T.Kanagasabai
- 3.30 p.m. Discussion on 1st Seminar Report
- 5.00 p.m. Closing Ceremony and Presentation of Certificates.

THE MIDLANDS COOPERATIVE UNION LTD

P.O.Box - 54

29, Leboh Ampang,
Kuala Lumpur.

26 January, 1970.

REPORT OF 2 DAY SEMINAR FOR PRINCIPAL OFFICE
BEARERS AND COMMITTEE MEMBERS HELD ON 10th and
11th JANUARY, 1970 BY MIDLANDS COOPERATIVE
UNION LTD.

Visit of Dr. Dharm Vir - Joint Director Education Centre of International
Cooperative Alliance, Regional Office in New Delhi.

The International Cooperative Alliance Regional Office at New Delhi was kind enough to assign Dr. Dharm Vir - Joint Director of the Education Centre to Malaysia for a period of six weeks to assist the Malaysian Cooperative movement to promote Cooperative Education. The Cooperative Union of Malaysia took this opportunity of Dr. Dharm Vir's visit and arranged with the Regional Unions to organise a programme for him. The Cooperative Union of Malaysia requested all Regional Unions to take advantage of the Services of Dr. Dharm Vir and to organise a suitable programme for the duration of his stay.

Thus the Cooperative Union of Malaysia fixed the following dates for the Regional Unions to organise the programme.

| <u>Name of Regional Union</u> | <u>Dates</u> |
|-------------------------------|--------------------|
| Kedah/Perlis Co-op Union. | 5.1.70 to 11.1.70 |
| Penang " " | 12.1.70 to 15.1.70 |
| Perak " " | 16.1.70 to 23.1.70 |
| Midlands " " | 24.1.70 to 30.1.70 |
| Johore " " | 31.1.70 to 7.2.70 |

The Midlands Cooperative Union have been scheduled to programme his visit according to the dates given above. However, due to the Kedah/Perlis Cooperative Union not being able to organise a programme on the said date owing to unforeseen circumstances, the Midlands was requested by Cooperative Union of Malaysia to arrange a programme for 5th January, 1970 to 11th January, 1970.

The Secretariat of Midlands was informed of the sudden change on Saturday 3rd January 1970, and on consultation with the President of Midlands agreed to the change. The Secretariat having notified the President of Midlands and its collaboration with Co-op. Union of Malaysia arranged the following programme for Dr. Dharm Vir.

- 1st Day - Monday 5th January, 1970 - visit to Coep. Development Department with Commissioner of Cooperative Societies and other senior officers
- 2nd Day - Tuesday 6th January, 1970 - visit to Cooperative College, Petaling Jaya with Principal and other Lecturers.
- 3rd Day - Wednesday 7th January, 1970 - visit to M.C.I.S. with General Manager and other senior staff.
- 4th Day - Thursday 8th January, 1970 - visit to the following Cooperative Societies in Kuala Lumpur :-

1. Railway Cooperative T & L Society
2. Jaffnese Cooperative T & L Society
3. Police " " "
4. Malayan Survey " " "
5. National Land Finance Co-op T&L Society.
6. Post & Telecoms. T & L Society

It was desirable that Dr. Dharm Vir visit as many societies as possible but due to the tight programme scheduled for him he was unable to visit all the societies.

During his visit the Societies, the Malayan Survey Dept. Cooperative Thrift & Loan Society invited him to lunch at the Bunga Raya Restaurant, and the Railway Cooperative Thrift & Loan Society invited him to Dinner at the Station Hotel.

- 5 Day - Friday 9th January, 1970 - visit to school Cooperative. Arrangement made by Cooperative Development Department.

Arrangement was made for Dr. Dharm Vir to give a lecture and discussion for Teachers Cooperative Education at 7.00 p.m. at the M.C.I.S. Staff Training Centre, but due to the poor response, this was called off, and an informal discussion on Cooperation matters was held among the President and the other members present.

Saturday 6th and Sunday 7th January, 1970 was programmed for a 2 day seminar for Principal Officials and Committee Members of the various Cooperative Societies affiliated to Midlands, at the M.C.I.S. Staff Training Centre.

1st Day - Saturday 10th January, 1970

The Midlands Cooperative Union honoured Dr. Dharm Vir with a lunch given at the Kum Leng Restaurant, at 1.00 p.m. where prominent Cooperative leaders were also invited.

The 2 day Seminar began at 3.00 p.m. with Opening Address given by the President of Midlands, Mr.K.Kanagasabai. The President welcomed Dr.Dharm Vir and thanked him for the honour given to Midlands and for being present at the Seminar. He also thanked the President of C.U.M. Mr. N.A.Kularajah P.J.K. and Mr.G.S.Dass, Asstt.Commissioner of Cooperative Development Dept. and other distinguished guests present. He said that, though a very short notice was given to Midlands to organise the Seminar it is pleasing to note the many participants present. He thanked the participants for making the Seminar a success. He stressed the need of Coop.Education and during the two days the participants will be gaining some knowledge of the working of Co-op matters in the country. He then thanked the M.C.I.S. for providing the Hall for the Seminar. He then called on Dr.Dharm Vir to address the gathering.

Dr.Dharm Vir speaking, congratulated the Midlands for organising the 2 day Seminar so efficiently though a very short notice was given.

On seeing the large number of participants he said that they have shown a keen interest in Co-op Education which is of vital importance to all Cooperatives. He said he was pleased to be here and that he is looking forward to successful Seminar. He stressed that the I.C.A. is now concentrating more on Co-op Education and they would provide whatever assistance possible. He also thanked C.U.M. for all the arrangement done for his visit to Malaysia.

The President then called on Mr.N.A.Kularajah, President C.U.M. to address the gathering.

Mr.N.A.Kularajah speaking stressed the need of Co-op.Education in the country. He spoke at length of the Cooperative College and its activities. He also spoke of the various Co-op activities and called on its participants to take an active part in these ventures. He also said of the M.C.I.S. activities and the Oil Palm Scheme at Kuala Terengganu and its success.

The President of Midlands then thanked both the speakers and called on all guests and participants to join for tea.

At 4.00 p.m. the First lecture was detailed by Dr.Dharm Vir on - "His Impression of Malaysian Cooperative Movement."

There were several questions asked on his lecture.

From 5.00 to 6.00 p.m. Mr.N.A.Kularajah lectured on - "Cooperative Industrial undertaking and job opportunities".

The first day closed at 6.00 p.m. There was a total of 72 participants at the Seminar.

2nd Day - Sunday 11th January, 1970.

The Jaffnese Cooperative Society honoured Dr.Dharm Vir with a lunch given at Devi Restaurant at Brickfields with prominent Cooperative leaders being invited.

3.00 to 4.00 p.m. Mr.G.S.Dass lectures on "Problems in the Malaysian Cooperative Movement."

4.00 to 5.00 p.m. Mr.Sentilanthan Rajah, Cooperative Auditor with C.U.M. spoke on the need of Cooperative Auditing and on Accounts procedure and Funds.

5.00 to 5.30 p.m. Mr.N.A.Kularajah lectured on Coop.Auditing and the activities of Cooperative Central Bank.

5.30 to 6.00 p.m. Mr.E.S.Moorthy Secretary of Midlands addressed on Midlands Activities at present and in future.

The seminar ended at 6.00 p.m. after a two day successful participation. The participants were very happy of the manner in which the Seminar was conducted and praised the President of Midlands and the guest Speakers for their valuable knowledge imparted to them. The participants requested Mr. N.A.Kularajah to arrange a tour to the Oil Palm Scheme to which he agreed.

At 7.00 p.m. the participants and invited guests joined at Dinner at Kum Leng Restaurant which was a success.

(E.S.Moorthy)

SEMINAR FOR COMMITTEE MEMBERS
7th to 12th December, 1970

AT THE COOPERATIVE COLLEGE, PETALING JAYA

Sponsored by
The Cooperative Union of Malaysia Ltd.
in collaboration with
International Cooperative Alliance Education Centre for South-East Asia.

MESSAGE

by

N.A.Kularajah, A.M.N., P.J.K.
President,
Cooperative Union of Malaysia.

This is the fourth seminar in a series of specialised ones for this year. We have moved away from the previous form of seminars which were general and meant for all. From this year onwards, it was decided to hold training programmes for specific groups and the first one held in April was for chairman of cooperative societies. That seminar was successful in most respects though only about 28 officials attended. We found that those who attended went away more clear about their role as chairmen in cooperative societies and appreciative of what is expected from them in the future. A spectacular outcome of the chairmen's seminar was discovery made by one chairman on implementing some of the techniques taught at the seminar. He found that one of his clerks had been making away with the Society's money ingeniously. We hope that you do not make such discoveries but are able to prevent losses before they could take place. Similarly, we hope that this seminar exclusively for Committee Members will give you a greater understanding of your functions. At the same time, we expect you to adjust yourselves to what is expected in the seventies based on the resolutions passed at the Conference and Congress. This is not meant to say that Committee Members of societies to date have not been working as Committee Members. However, the intention is to increase your awareness to the development taking place in the cooperative movement from which no cooperative society can remain isolated. We expect from all seminars like these definite and positive results arising from your exposure to modern thinking and methods in management of cooperative societies. In addition, there is also the gain to be made from free mixing among participants who will realise that problems that exist in their own societies are not different from the others. Only the approach to them and their results vary. To learn in this manner is effective and another reason why we value the seminars that we organise.

I have emphasized and re-emphasized that education and training are the key to the rapid and successful growth of our movement. It has to be continuous and is not confined only to a selected few. Every one of us need knowledge without which we cannot have understanding or effective workability. However, a seminar cannot teach you everything. It can guide you by providing the basics. The rest depends on your initiative. For the seventies the Malaysian Movement has considerable plans. The immediate one is the national supermarket society. Everyone of us must contribute to make all these plans a success. The greater responsibilities and expectations lie on officials like you. If you cannot provide the lead then it would be difficult for others to follow. For all these reasons, I am very pleased with the organisation of this seminar and it is needless for me to thank those responsible as it is obvious that a good job is being done. It only requires now for the participants to respond with the same dedication as given by the organisers, and to benefit from it so that they become forceful persons in their respective societies. It is needless for me to say that Committee Members are the living force behind every cooperative society and from them originates much of the ideas and leadership. As such, it is very important that they take advantage of this seminar particularly if they are to play their role effectively. I wish the seminar and the participants every success.

PROGRAMME

Sunday, 6th December, 1970

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|----------------|--|
| 4.00-7.00 p.m. | Arrival & Registration - Cooperative College, P.J. |
| 7.00 p.m. | Dinner - Cooperative College |
| 7.30 p.m. | Getting to know you |

Monday, 7th December, 1970

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|------------|-----------|--|
| 9.30 a.m. | Session 1 | Inauguration of the Seminar by Y.B. Enche Abdul Ghaffar bin Baba, Minister of National & Rural Development. |
| 10.00 a.m. | | Group Photograph & Refreshments |
| 10.45 a.m. | " 2 | Objectives & Working Methods of the Seminar |
| 11.00 a.m. | " 3 | "Philosophy & Principles of Coopération" Introduction: Dr. D. Vir ICA New Delhi. |
| 1.00 p.m. | | Lunch Cooperative College, P.J. |
| 2.30 p.m. | Session 4 | "Cooperatives in the Seventies" Introduction: Enche N.A. Kularajah, A.M.N.; P.J.K., President, Cooperative Union of Malaysia Ltd. |
| 3.30 p.m. | | Tea - Cooperative College, P.J. |
| 3.45 p.m. | " 5 | Group Discussion on Sessions 3 & 4. |
| 7.30 p.m. | | Dinner - An invitation by the Board of Directors, M.C.I.S. Limited. Imperial Room, Malaysia Hotel, Jalan Bukit Bintang, Kuala Lumpur. |

Tuesday, 8th December, 1970

- 9.00 a.m. Session 6 "Role & Functions of Committee Members"
Introduction: Dr. Dharm Vir.
Joint Director, (ICA Education Centre, New Delhi)
- 10.15 a.m. " 7 "Modern Techniques of Management applicable to
Cooperatives."
Introduction: Enche Mohd. Ghadzalli bin Ahmad,
Principal, Cooperative College, P.Jaya
- 1.00 p.m. Lunch - Cooperative College, P.Jaya
- 2.30 p.m. Session 8 "Role of Committee Members in budgeting management
and administration"
Introduction: Enche Abdul Razak bin Yusof, S.M.T.,
J.P., B.Sc. ECON., F.C.A., C.P.A. (M)
- 3.30 p.m. Tea - Cooperative College, P. Jaya
- 3.45 p.m. Session 9 Group Discussion on Sessions 6, 7 and 8.
- 7.00 p.m. Dinner Cooperative College, P.Jaya.

Wednesday, 9th December, 1970

- 9.00 a.m. Session 10 "Relations with Members of the Public"
Introduction: Enche Robert Waite
Training Organiser, The Cooperative Federation of
Western Australia.
- 10.15 a.m. Refreshments - Cooperative College, P.Jaya.
- 10.45 a.m. Session 11 "How to read a balance sheet"
Introduction: Enche Abu Baker bin Abid
- 1.00 p.m. Lunch - Cooperative College, P.Jaya
- 2.30 p.m. Session 12 "Multi-purpose Cooperative Societies"
Introduction: Enche J.V.Rao, Senior Cooperative
Officer, Kuala Lumpur.
- 3.30 p.m. Tea - Cooperative College, P.Jaya.
- 3.45 p.m. Session 13 Group Discussion on Sessions 10, 11 & 12
- 7.30 p.m. Dinner - Cooperative College, P.J.

Thursday, 10th December, 1970

- 9.00 a.m. Session 14 "Success or Failure of Cooperatives"
Introduction: Enche G.S.Dass, A.M.N.
General Manager, Cooperative Central Bank Ltd.
- 10.15 a.m. Session 15 Study Tour
Tour Leader: Enche Abdul Jalil bin Mohd. Yusof.
Executive Assistant, C.U.M.
- 7.00 p.m. Dinner - Cooperative College, P.Jaya

Friday, 11th December, 1970

- 9.00 a.m. Session 16 "Legal responsibilities of Cooperatives"
Introduction: Enche S.M.Ratnam
Advocate & Solicitor
- 10.15 a.m. Refreshment - Cooperative College, P.Jaya
- 10.45 a.m. Session 17 Panel Discussion : "Towards Better Management"
Chairman: Enche Chong Thin Huatt, A.M.N., P.J.K.
Member: Dr.Dharm Vir, Joint Director, ICA Education
Centre.
Enche Robert Waite, Training Organiser,
The Coop.Federation of Western Australia.
Enche N.Veeriah, A.M.N., P.J.K., Chairman
Selangor Govt. Servants' Coop.T&L Soc.Ltd.
- 1.00 p.m. Lunch - Cooperative College, P.Jaya
- 2.30 p.m. Session 18 Slides Show on
i) I.C.A. and Cooperative Education
ii) Study Circles in Malaysia.
- 3.30 p.m. Tea - Cooperative Collge, P.Jaya
- 3.45 p.m. Session 19 Group Discussion on Session 14,16 & 18
- 7.00 p.m. Dinner - Cooperative College, P.Jaya

Saturday, 12th December, 1970

- 9.00 a.m. Session 20 Plenary Session -Reports and Discussion
- 10.15 a.m. Refreshment - Cooperative College, P.Jaya
- 10.45 a.m. Session 21 Plenary Session - Reports and Discussion
- 12.00 noon Session 22 Closing Ceremony by
Enche G.S.Dass., A.M.N.
Director, Cooperative Union of Malaysia
- 1.00 p.m. Lunch - Cooperative College, P.Jaya.

Appendix-E

Relevant Extracts From The Minutes of
I.C.A. Advisory Council Meetings.

The Tenth Advisory Council Meeting of the ICA Regional Office & Education Centre for South-East Asia held at Teheran, Iran, on March 1, and 2, 1969. p 5.

" 9. National Seminars

The Council noted that 3 or 4 national seminars will be organised in 1970. National Seminars will be offered to member organisations in those subject areas in which Regional Seminars have been organised in the previous years with a view to stimulating follow-up work. Priority will be given to consumer cooperatives and cooperative education."

Minutes of the 11th Meeting of the Advisory Council of the ICA Regional Office & Education Centre for South-East Asia, held at Seoul, Republic of Korea, on 8th and 9th May, 1970. p.7

"22.17 Dr. Dharm Vir spent two months in Malaysia, in January and April 1970, and made a number of recommendations to the Cooperative Union of Malaysia. The RO&EC also provided some equipment and books as part of the programme of technical assistance to Malaysia. The Member for Malaysia thanked the RO & EC for sparing the services of Dr. Vir and he placed on record the appreciation of the Malaysian Cooperative Congress of the services rendered to the Cooperative Union of Malaysia by the RO&EC. The Council noted with appreciation the services rendered by Dr. Dharm Vir".

"23. The Member for Singapore requested that the services of Dr Vir should be made available to Singapore also when he visits Malaysia next."

Minutes of the Twelfth Meeting of the Advisory Council of the ICA Regional Office and Education Centre for South-East Asia, held in New Delhi, India, on 17th & 18th Feb. 1971. p.7.

"19.12 Consultative services rendered in the field of cooperative education. The Council was informed that the Singapore Cooperative Union had requested the assistance of the RO&EC for holding a national seminar on "Cooperative Education" either in August or December 1971. The Member for Malaysia congratulated the Specialist in Educational Methods of the RO&EC on the good work done by him in Malaysia in connection with his assignment on Cooperative Education with the Cooperative Union of Malaysia."



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