

PROCEDURE FOR SUBMISSION OF HONORARY AWARDS

Nominations for this award shall be made on the prescribed form and be accompanied with a biodata/cv of the candidate.

Nomination for consideration of the award can be made annually at the Mid Term Governing Board meeting or whenever the Board of Governors deemed fit. The submission must be recommended through a member of the Board of Governors.

Each nomination shall be accompanied by a write-up in support of the nomination, highlighting the services and contributions the nominee had made to the profession, Institution and the ASEAN Nation.

The AFEO Awards Committee appointed by the AFEO Board and chaired by the Immediate Past AFEO Chairman, shall evaluate each nomination and make recommendations. The final decision and acceptance shall be made by the Board of Governors. The nominee shall not be contacted until the Board of Governors had agreed on the nomination.

The decision shall be by a vote of the Board of Governors where not less than two thirds of the total members present, must be in favour.

The nominees for each category must be adhere and any unused quota for the year cannot be carried forward to following years.

Approval for the conferment is given to the time of Nomination.

Nominations put forth must be at the time and on the day of nomination by the host country. At the time when the Awards Committee meets the person nominated must still be in office

If the nominee of the country is impeached, the home institution making the proposal would have to advise the Board of Governor whether the conferment is to be withdrawn.

(Please refer to the appropriate forms)

LIST OF HEAD OF STATE AND GOVERNMENT

No	Country	Head of State	Head of Government
1	Brunei	Sultan	Sultan
2	Cambodia	King	Prime Minister
3	Indonesia	President	President
4	Laos	President	Prime Minister
5	Malaysia	Yang Dipertuan Agong (Country) Sultan (State) Supreme Head of State	Prime Minister
6	Myanmar	President	President
7	Philippine	President	President
8	Singapore	President	Prime Minister
9	Thailand	King	Prime Minister
10	Vietnam	President	Prime Minister

The word “reigning” head or state or head of government to be explained as below :

Definition: Reigning must be at the time and on the day of nomination by the host country. At the time when the Awards Committee meet the person nominated must still be in office

If the nominee of the country is impeached, the home institution making the proposal would have to advise the Board of Governor whether the conferment is to be withdrawn.