

## OPERATING GUIDELINES OF AFEO GOVERNING BOARD FOR THE AFFAIRS OF ASEAN ENGINEERS REGISTER

The duties and role of each Committee and its officials are listed below as reference:

### 1. **AFEO Governing Board**

- a. Appoints Member Organisation as AER Secretariat and Head Commissioner.
- b. Appoints Member Organisation as Secretary-General.
- c. Appoints Member Organisation as AFEO Secretariat.
- d. Appoints AFEO Hon Advisors who will also be considered as AER Hon. Advisors.

### 2. **Member organisation appointed by AFEO Governing Board to various posts**

- a. Identify and appoints the person to be Secretary – General and report back to the Board.
- b. Identify and appoints the person to be Head Commissioner and report back to the Board.
- c. Monitor the work of the Secretary-General and the Head Commissioner.
- d. House the AFEO and/or AER Secretariat at its premises.
- e. Each National Member Organisation should appoint a Country Registrar and an alternate

#### Note

Member Organisation appointed AER Secretariat would appoint the Head Commissioner.  
Member Organisation appointed AFEO Secretariat would appoint the Secretary – General.

### 3. **Head of ASEAN Engineers Register Commission**

*(refer to item 2 ) – may be re-elected provide it shall not hold office for more than 2 years consecutively.*

- a. A Member Organisation of the AFEO Governing Board.
- b. An Institution elected annually by the AFEO Governing Board.
- c. Identify and appoint the Head Commissioner and report back to the Board.
- d. Monitor the Head Commissioner.
- e. Manage and regulate the affairs of the AER in accordance with the provision of the AER Guidelines.
- f. Becomes the AER Secretariat
- g. Provide office space to house the AER Secretariat.

#### 4. ASEAN Engineer Register Commission (AERC)

- a. A Committee comprising of country representatives from National Member Organisations who shall be called *Country Registrars*.
- b. Meeting chaired by AER Head Commissioner.
- c. Meet bi-annually and prior to the AFEO Governing Board meeting.
- d. Meeting to look into status report from Country Registrar and to disseminate information on the affairs of the AE Register. Decision-making on policy issues of the Register before recommend to the AFEO Governing Board for endorsement.
- e. Reports to AFEO Governing Board.
- f. Responsible for the operation and maintenance of the AE Register.
- g. Set up guidelines for the day to day running of the AER Secretariat.
- h. Consolidate and accept all applications processed and approved by the National Monitoring Committee of the respective member institution (home country) and forward to the AFEO Governing Board for endorsement.
- i. Present the approved proposed AER annual budget to AFEO Governing Board for endorsement.
- j. To receive report from the AER Secretariat on the running of the AER matters by the AER Executive Committee eg website maintenance, publications, affairs of AER; to discuss, give consent and forward proposals to the AFEO Governing Board.

#### 5. Head Commissioner

- a. Person appointed by the Head of AER Commission.
- b. Term of office determined by the Head of AER Commission.
- c. Reports and responsible to the President and Council of the National Member Organisation of his home institution that appoints him.
- d. Accountable to the AFEO Governing Board.
- e. Liaison person between the AFEO Governing Board and the AER Commission.
- f. Observer of the AFEO Governing Board and reports to the Board on activities of the AERC.
- g. Chairman of the AERC and presides in the bi-annul meetings.
- h. Ensure the AE Register is maintained in proper order.
- i. In charge of day to day running of the AER Secretariat.

- j. Present the AER Budget for approval of AERC and thereafter for approval of the AFEO Governing Board.
- k. Prepare and present the AER Annual Report and mid term Status Report to AERC and thereafter to the AFEO Governing Board.
- l. Financial monitoring and control of expenses of the AER account
- m. A compulsory signatory to the AER Accounts.

**6. National Monitoring Committee (NMC)**

- a. A committee set up in the home institution to process applications of AE Register.
- b. Examine, process, review and approves all AER applications in home institution and register them into the AE Register.
- c. Organise on-house activities for AER members in home institution.
- d. Organise certificates and medallion presentation in home institution, if required.

**7. Country Registrar**

- a. Person appointed by the National Member Organisation to serve on the AERC.
- b. Term of Office determined by the National Member Organisation of his home country.
- c. Chairman of National Monitoring Committee of National Member Organisation of home country.
- d. Represent home institution at the bi-annual meetings of the AERC.
- e. Reports to the Council of the home Institution.
- f. Compile and submit the list of registered applicants of home institution to Head Commissioner from time to time and table to present the consolidated list at the AERC meetings for acceptance.
- g. Ensure that list of registered applicants of home institution is submitted to the Head Commissioner at least 6 weeks prior to the AERC meeting. Submit compilation of the entire list of registered applicants of home institution to the AER Secretariat on 1st October of each year.
- h. Responsible for the operation, maintenance and all matters of the AER in their respective home institution.
- i. Report any development, progress and make request on AER matters on behalf of home institution at AERC meeting or to Head Commissioner.
- j. Look into the day-to-day affairs and running of the AER matters in home institution.

- k. Responsible for conducting the in-house activities and certificate presentation and medallion in home institution.

**8. ASEAN Engineer Register Executive Committee (Exco)**

- a. Committee set up by Head of AERC and reports to AERC
- b. Committee chaired by Head Commissioner.
- c. Committee appointed from members of the home institution of the Head Commissioner.
- d. Committee members appointed or invited to serve by Head Commission
- e. Country Registrars from member organisations are non participating members serving on the Committee hence minutes of meeting must be circulated to all Country Registrars.
- f. A mobile Committee, which is to be based at the office of Head of AERC.
- g. Deputy Chairman is preferred to be Country Registrar of the home institution to which the Exco is based.
- h. Regular monthly meetings to be arranged.
- i. Hon. Treasurer of home institution appointed as financial controller of this Exco.
- j. Implement policy, set plans and guidelines and present to the AERC for the Head Commissioner implement include the operation of the day- to-day activities of AER Secretariat.
- k. Set up terms and conditions for activities in National Monitoring Committees
- l. Look after overall affairs and activities for all the National Monitoring Committees and interest of ASEAN Engineers in all the member organizations.
- m. Prepare, update and monitoring the AER Code of Practice and Rules for Professional Conduct of all ASEAN Engineers.
- n. Investigate, carry out action and report to AERC of any malpractice or complaints on professional conduct.
- o. Carry out promotional activities for AE Register.
- p. Take charge of approval of printing and designing of announcement brochures, pamphlets, certificates, medallion, information booklet, magazines, newsletters, posters, souvenirs, membership forms etc and disseminate to the respective National Monitoring Committees for follow up action.
- q. Set benchmarking criteria for qualifications of AER.

- r. Pursue issues and policies with Secretary General of ASEAN and issues on MRA and cross border practice. Set plans and pursue findings for AER and present to AERC.
  - s. Set policy for the maintenance of AER Website.
9. **AFEO Hon Treasurer**
- a. Financial Controller of AER Accounts and funds
  - b. Responsible for the AFEO Accounts
  - c. Disbursement of approve funds
  - d. Signatory to AFEO and AER Account
10. **AFEO Secretary- General**
- a. Appointed by the Member Organisation hosting the AFEO Secretariat
  - b. Position endorsed by the AFEO Governing Board
  - c. Tenure of service is similar to the AFEO Secretariat and term of office determined Member Organisation hosting the AFEO Secretariat
  - d. Reports and responsible to the President and Council of the National Member Organisation hosting the AFEO Secretariat.
  - e. Accountable to the AFEO Governing Board and AFEO President .
  - f. Secretary to the AFEO Governing Board and AFEO President
  - g. Handles all recording and minutes taking of AFEO Governing Board
  - h. Days to days affair of the AFEO Secretariat.
  - i. Able to set-up and chair a Secretariat Management Committee to assist to run the activities of AFEO.
  - j. Administrator of all AFEO matters and provide secretariat services
  - k. To work closely with the Head Commissioner
  - l. Monitor work progress and supervision of AFEO secretariat staff as well as monitoring the work of the AER Staff.
  - m. Liaison person with the Hon. Secretary of Member Organisation hosting the AFEO Secretariat regarding AFEO/AER administrative and secretariat staff matters and disciplines.
  - n. A member of the AER Exco and an observer in the AERC for co-ordination purposes.

## 11. Executive Secretary

- a. Appointed by Council of Host for CAFEO
- b. Reports to the AFEO President and Home country who is the host of CAFEO
- c. Responsible for the organising of the annual Conference of AFEO
- d. Arrange the venue for the meetings that is to coincide with CAFEO
- e. Full charge of the Secretariat organising CAFEO
- f. Arrangement of all activities and programme for CAFEO

## 12. AFEO Secretariat

- a. Reports and responsible to AFEO Secretary-General .
- b. Handling all day to day affairs of the AFEO under the supervision of the AFEO Secretary General.
- c. Preparation of materials, arrangements, set up and attendance at all AFEO Governing Board meetings.
- d. Maintaining the records and finances.
- e. Collection of yearly subscription and documentation.
- f. Documentation and recording of AFEO awards.
- g. Secretariat services to all AFEO matters.

## 13. AER Secretariat

- a. Reports, supervise and take instructions from Head Commissioner.
- b. Handling all day to day affairs of the AER under the supervision of the AER Head Commissioner.
- c. Preparation of materials, arrangements, set up and attendance at all AERC and Exco meetings and recording.
- d. Maintaining the AER records and finances.
- e. Collection of yearly subscription and documentation.
- f. Documentation and recording of Hon. Membership.
- g. Secretariat services on all AER matters.

- h. Liaison with Country Registrar on the collection of membership fees
- i. Maintenance and updating the membership records pertaining members information and subscription collections.
- j. Preparation of the certificates, medallion and arrangement for sending to NMC for presentations

**14 Home Institution Secretariat**

- a. Report, supervise and take instructions from County Registrar.
- b. Handling all day to day affairs of the AER for members of the NMC
- c. Preparation of materials, arrangements, set up and attendance at all MNC in home institution.
- d. Maintaining the AER records and finances at home institution.
- e. Examine, process and prepare all applications to National Monitoring Committee of home institution to approve
- f. Compile submission and forward names to the Head Commissioner or AER Secretariat together with payment of the entrance fee and subscription.
- g. Collect yearly subscription and submit the AER Secretariat
- h. Arrange activities or certificate presentation for its AER members in home institution.

**15. Hon Advisors**

- a. Appointed by AFEO Governing Board.
- b. Not more than 5 person appointed per year.
- c. Appointed on yearly basis but not more than 2 year term.
- d. Has been a prominent member of the AFEO Governing Board.
- e. Also act as AER Hon Advisor.
- f. Advisory role.
- g. No voting rights at AFEO Governing Board meeting.
- h. Invited to attend all AERC and AFEO Governing Board meetings.

## 16. AFEO Awards Committee

- a. Chaired by AFEO Immediate Past Chairman
- b. Committee members appointed by AFEO Governing Board at the year end AFEO Governing Board meeting held in conjunction with CAFEO.
- c. Committee members should comprise of either AER Head Commissioner with three other Presidents of AFEO National Member Organisations or 4 Presidents from AFEO National Member Organisations. Choice is by the AFEO Governing Board.
- d. Co-ordinate and process nominations approved and recommended by National Member Organisations for the Outstanding Engineering Achievement Awards and forward this to the AFEO Governing Board and the Host institution of CAFEO for presentation.
- e. Monitor the Awards given per country is in accordance to the guidelines
- f. Approval of Honorary Membership submission by National Member Organisations.
- g. Ensure the submission of list of Honorary Membership by the National Member Organisation are within quota and to vet and approve any request to increase the quota for a particular year
- h. Monitor the Honorary awards given per country is accordance to the guidelines
- i. Keep and maintain records of both Engineering Achievement Awards and Individual Honorary Membership.
- j. To table the lists of the Engineering Achievement Awards and Individual Honorary Membership to the AFEO Governing Board for endorsement.