

FOR NOMINATION AND PROCESSING OF AFEO OUTSTANDING ENGINEERING ACHIEVEMENT AWARDS

- 1) Project or Nominee to be proposed by the Home National Member Organisation.
- 2) Until the nomination is approved, the winners should not be informed.
- 3) Winners shall be nominated using the individual Home National Member Organisations guidelines.
- 4) Council of the Home National Member Organisation will decide on the award and select the winner.
- 5) Upon confirmation by the Council of the Home National Member Organisation, the winner will be informed and the AFEO Secretariat being notified.
- 6) All supporting document to be forwarded to the AFEO Secretariat in duplicate if possible.
- 7) AFEO Secretariat will compile the document and forward these to the Host Country and informed them accordingly.
- 8) Host Country proceed to prepare the certificate and plaque/trophy and provide information on date and time of the award (usually on the night of Farewell Banquet dinner) to National Member Organisations
- 9) Home National Member Organisations to inform winner and advise on programme.
- 10) Home National Member Organisation to prepare the payment of USD500.00 per award to be given to AFEO Secretariat who is to share this amount with Host Country.

ADDENDUM:

Additional Guidelines to the ASEAN Outstanding Engineering Achievement Award

Amended
on 27/11/07
at
25th AFEO
Meeting
in Cebu,
Philippines

1. Presentation of Awards

- It was agreed that the award be presented at the Farewell Banquet dinner.
- During the award presentation, only the following dignitaries will be invited to the stage
 - AFEO Chairman to present the award
 - AFEO Vice Chairman to witness the award with
 - AFEO Secretary- General

2. Invitation to Recipients

The recipients to the award and his partner or spouse (2 persons) would be invited to attend the dinner and to receive the award. The recipient will not be charge for his participation at the dinner. *[One complimentary seat for recipient's spouse or guest is at the discretion of the host country]* He will however need to pay for CAFEO registration if he intends to attend the Conference.

However the recipients could be at the event solely to attend the dinner and hence collect his award. This would allow the recipient to attend the dinner to collect the award but not participating in the CAFEO.

FLOW CHART

