

AEI Steering Committee
Energy Work Group of AFEO

Terms of Reference

The ASEAN Electrical Inspectorate (AEI) Steering Committee was established under the Energy Work Group (EWG) within the ASEAN Federation of Engineering Organisations (AFEO). Among others the AEI aims to harmonise the standards and codes for electrical installations in buildings. In this respect, the AEI Steering Committee will: -

1. Develop and propose to EWG, strategies, programmes and action plans for the harmonisation of safety standards, testing and labelling requirements of electrical equipment in buildings among AFEO member countries.
2. Develop and propose to EWG, strategies, programmes and action plans for the harmonisation of competency requirements for electrical installation in buildings among AFEO member countries.
3. Provide advisory and oversights on AEI implementation framework to the EWG.
4. Review and approve project plans on AEI implementation.
5. Review and approve project documentations, reports in relation to AEI implementation Maintain and communicate among the work group on up-to-date information on AEI matters
6. Facilitate communications and information exchanges with National Work Group and policy makers related to the adoption of AEI guidelines.
7. Facilitate communications with AER Commission on addition of AEI to certification process for ASEAN Engineer.
8. Develop joint communication initiatives/campaigns with members and provide input and content for communication activities on AEI related issues
9. Endorse and approve reports and recommendations from National Work Group and report the progress and outcome of the programmes to AFEO Energy Work Group
10. Meet at least twice annually to review progress and revise AEI work plan.

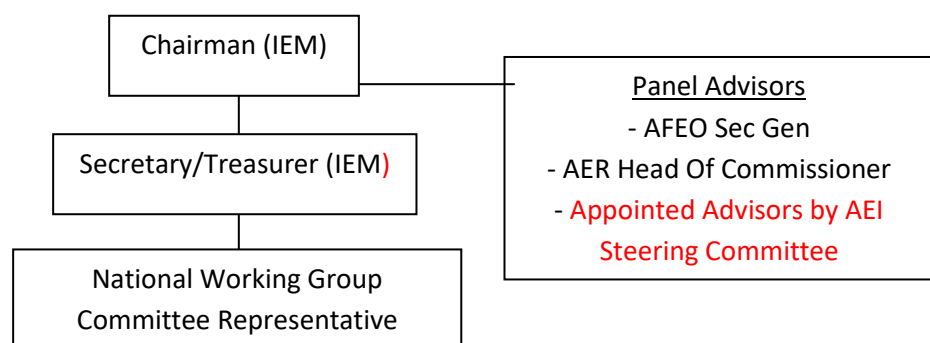
Membership

The following are the criteria to determine the eligibility to participate in the AEI Steering Committee:

- i. the Steering Committee shall be coordinated by IEM (Chairman & Secretary/Treasurer) and Country Ambassadors to facilitate the WG activities
- ii. the representation from groups or sectors with a direct stake in the outcome of the strategies, programmes and action plans of the Steering Committee
- iii. one national representative to be nominated from each member state
- iv. members must have knowledge and experience on electrical installations and inspection systems in buildings that will contribute to the Steering Committee
- v. the membership shall be structured to ensure a balance of perspectives and interests

- vi. members must be willing and able to make the commitment of time required to see the project through to completion, including delegating alternates to attend meetings in absence of a primary member
- vii. the national representative from each member state is encouraged to form their own respective National Working Group (NWG) to carry out activities as per spelt out in the above TOR and report the activities during the Mid Term/CAFEO meetings.
- viii. The steering committee member can propose during the Mid Term/CAFEO meetings for advisors to be appointed to the steering committee with the approval of the steering committee. The advisor's role is to provide inputs to this committee as and where required. They do not have any standing and voting rights in the steering committee itself.

Organization Chart of Steering Committee



Budget

- 1) Any income from sponsorship/profit from the courses organized by AEI Steering Committee shall be administered/monitored by this committee.
- 2) The budget for each event shall be approved by AEI Steering Committee and accounts shall be submitted to AER Exco for approval.
- 3) For events organized with national working group (NWG) committee, the nett profit/loss after deducting all expenditure and remuneration to speakers for event shall be as follows:
 - a. AER – 25%
 - b. AEI Steering Committee – 25%
 - c. National Organization (Recommend to proportion profit to NWG) - 50%
- 4) All accounts/events organized only for members of the national member states shall be administered and approved by NWG and its national member organization accordingly.