

**PROCEDURE, NOMINATION AND PROCESSING OF AFEO HONORARY MEMBERSHIP
(Version 2006)**

(1) Composition

The Award Committee comprises of the following:

- (a) Immediate Past AFEO Chairman as Chairman of Award Committee, and either
- (b) 4 Presidents of National Member Organisation of AFEO
 The 4 Presidents who will be the Awards Committee members are to be chosen as
 Current AFEO Chairman (Host of CAFEO)
 Current AFEO Vice Chairman (Following year host of CAFEO)
 Incoming AFEO Vice Chairman
 Immediate Past Award Chairman

Or

- (c) 3 Presidents of National Member Organisation and AER Head Commissioner.
 If so decide, the Immediate Past Award Chairman could be replaced by the AER Head Commissioner

Amended on 2/12/2006 at 24th AFEO Meeting in, Kuala Lumpur, Malaysia

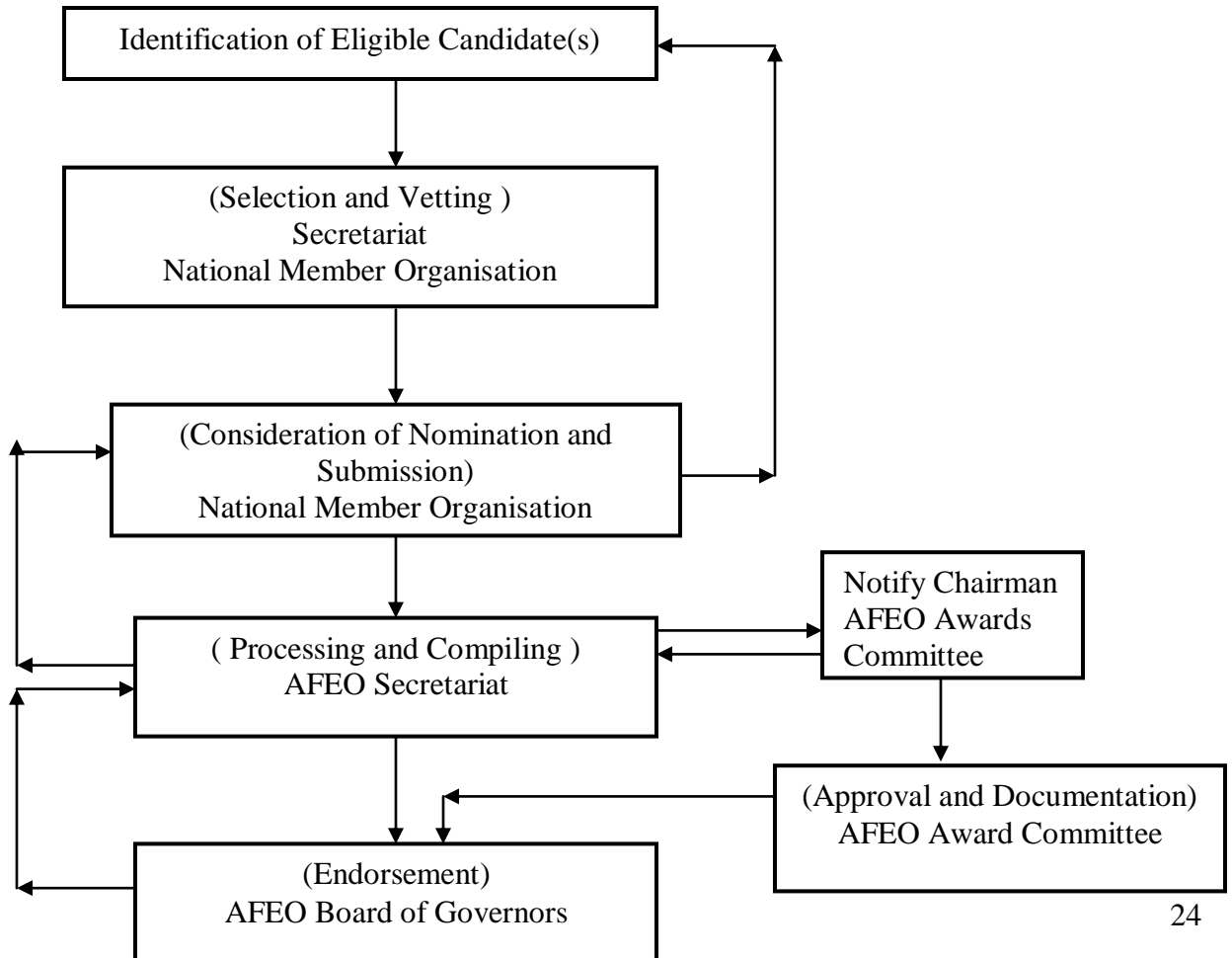
Amended on 9/12/2005 at 23rd AFEO Meeting in Vientiane Lao, PDR

Amended on 2/12/2006 at 24th AFEO Meeting in Kuala Lumpur, Malaysia

Amended on 2/12/2006 at 24th AFEO Meeting in Kuala Lumpur, Malaysia

(2) Flow Chart and Criteria for Nomination

Submit application in the prescribed forms based on the flow chart for processing listed below.



NOTES

- (i) Candidates to be proposed by the National Member Organisation, Members of the AFEO Board of Governors, Secretary- General or any AFEO officials
- (ii) Until the nomination is approved, the candidate should not be informed of the nomination.
- (iii) Candidates shall be nominated using the approved guidelines.
- (iv) Quota on nomination would be based on that of the Nominee of the National Member Organisation

Eg IEM proposed and nominated a candidate from Singapore – Quota should be considered from Malaysia. Submission of document such as application form, bio-data and relevant document to be made by IEM

Future documentation of the Awardee would be listed in the Singapore Record ie Recorded in the IES List of Hon Membership.

- (v) Presentation will be during CAFEO or at a time convenience to the Member Organisation who submitted the nomination (*refer below*)

(3) **Presentation of AFEO Honorary Membership Awards**

(a) ***Distinguished Honorary Patron***

This award shall be given at the opening ceremony of each CAFEO especially when he is the Guest of Honour officiating the opening of the conference.

(b) ***Distinguished Honorary Fellow***

Where possible this award shall be given at the opening ceremony of each CAFEO and/or when the Awardee delivers the keynote address. The number of such awards at each function shall kept to a minimum in order not to dilute its importance, significance and honour to the Awardee(s). Where there is a difference of opinion the decision of the award committee in consultation with the AFEO Chairman shall be final.

(c) ***Honorary Fellows and Honorary Members***

Preferably, these awards are to be given at an appropriate time in each CAFEO. This will encourage more participation to CAFEO and at the same time make it more meaningful for the recipient.

If the above is not possible, National Member Organisation should make the award in their respective country at an appropriate function e.g. farewell banquet dinner or CAFEO or if taken back to their home country at an annual dinner or making special courtesy call to specially deliver the conferment. If possible the officials of AFEO could be invited.

(4) Procedures for Nomination of Individual Hon Membership

Amended on 9/12/2005 at 23rd AFEO Meeting in Vietianne, Laos

4.1 Nominees for the Honorary Membership from National Member Organisations to be submitted to AFEO Secretary General.

4.2 The List of Nominees will then be submitted to the AFEO Award Committee appointed by the AFEO Board of Governors.

Amended on 9/12/2005 at 23rd AFEO Meeting in Vietianne, Laos

4.3 The Award Committee will evaluate the nominations, approve and recommend to the AFEO Governing Board for endorsement at the Mid Term AFEO Board of Governors Meeting or at the year end meeting. If the deadline is not met a separate deadline can be fixed and circulation could be via email.

4.4 The Award Committee comprises:

Proposed on 2/12/2006 at 24th AFEO Governing Board Meeting in Sunway Resort Hotel, Selangor

(a) Immediate Past AFEO Chairman and

either

(b) Four National Member Organisations as approved by AFEO Board of Governors, or

(c) AER Head Commissioner, with three others from the National Member Organisations as approved by the AFEO Board of Governors

4.5 The maximum numbers of annual nominations from each National Member Organisations for the different categories are.

(i) *Distinguished Honorary Patron - (1) one per country*

(ii) *Distinguished Honorary Fellow – (3) three per country*

(iii) *Honorary Fellow – (5) per country – Host country of CAFEO allowed 2(two) additional nominee making a total of (7) seven*

(iv) *Honorary Member – (10) ten per country*

Amended on 17/6/2014 at 13th Mid Term AFEO Meeting in BSB. Brunei

4.6 A Member Organisations are no longer allowed to use of the provision of previous years (not utilized) to increase the number for the year's application)

4.7 A flow chart of nomination listed above is attached for guidance.

Amended on 9/12/2005 at 23rd AFEO Meeting in Vietianne, Laos

4.8 Closing date of submission should be on the 30th day, a (1) month before the Mid Term AFEO Board meeting to enable the Award Committee to process the approval.

Amended on 12/11/2014 at 32nd AFEO Meeting in Yangon, Myanmar

Submission is normally in the month of May or June. Extension of time may be allowed to end of August of the year after which late submission could be forwarded for consideration at the following year. However the Governing Board has the prerogative to change the closing submission date and this would be determined at the Board meeting on a yearly basis.