

AEI Steering Committee on Manufacturing of AFEO

Approved : 19th AFEO GOVERNING BOARD MID - TERM - 27 August 2020 - hosted by BEC, Cambodia and Virtual meeting (zoom)

Terms of Reference

The ASEAN Engineering Inspectorate (AEI) Steering Committee on Manufacturing (AEIM) is established within the ASEAN Federation of Engineering Organisations (AFEO).

Among others, the AEI aims to harmonise the standards and codes for manufacturing equipment, systems and processes. In this respect, the AEI Steering Committee will: -

1. Develop and propose to AFEO, strategies, programmes and action plans for the harmonisation of standards, testing and labelling requirements of manufacturing equipment, systems and processes in factories within AFEO member countries.
2. Develop and propose to AFEO, strategies, programmes and action plans for the harmonisation of competency requirements for manufacturing equipment, systems and processes in factories among AFEO member countries.
3. Provide advisory and oversights on AEI implementation framework to AFEO.
4. Review and approve project plans on AEI implementation.
5. Review and approve project documentations, reports in relation to AEI implementation, maintain and communicate with the Work Group members and provide up-to-date information on AEI matters
6. Facilitate communications and information exchanges within the Work Group members and the policy makers related to the adoption of AEI Guidelines.
7. Facilitate communications with AER Commission regarding promotion of AEI matters and certification process needed for ASEAN Engineer.
8. Develop joint communication initiatives/campaigns with Work Group members and AER members (if required) and to provide input and content for activities on AEI related issues.
9. Endorse and approve reports and recommendations from Work Group and report the progress and outcome of the programmes to AER Commission Meeting
10. Meet at least twice annually to review progress and revise AEI work plan.

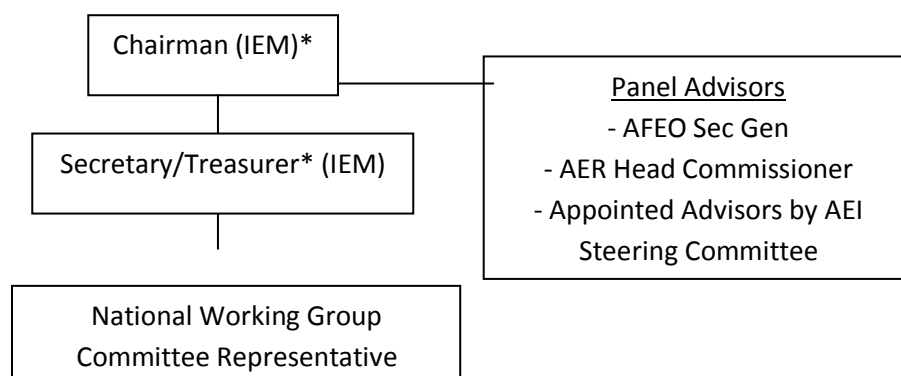
Membership

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 AFEO activities
- ii. the representation from groups or sectors with any direct stake to participate in the outcome of the strategies, programmes and action plans of the Steering Committee
- iii. one national representative to be nominated from each Member Organisations

- iv. members must have knowledge and experience on manufacturing equipment, systems and process in factories 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 and required to see the project through to completion, including delegating alternates to attend meetings in his absence.
- vii. the National Representative from each Member Organisation is encouraged to form their own respective National Working Group (NWG) to carry out activities as 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 AER Commission (AERC). 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



* Appointment by IEM

Budget (planned for organised activities/events)

- 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 and to the AERC as notification.
- 3) For events organized with National Working Group (NWG) Committee, the nett profit/loss after deducting all expenditure and remuneration to Speakers for the said event shall be as follows:
 - a. AER – 50%
 - b. AEI Steering Committee – 25%
 - c. Member Organization(s)
(Recommend to proportion profit to NWG) - 25%
- 4) All events organized for members of the Member Organisations shall be administered and approved by NWG and AERC accordingly.