

GUIDE TO THE ASEAN ENGINEERS REGISTER

INTRODUCTION

1.0 ASEAN Federation of Engineering Organisations (AFEO)

The ASEAN FEDERATION OF ENGINEERING ORGANISATIONS (AFEO) brings together national engineering organisations from ASEAN countries as national members. It was founded in 1982 and the Secretariat is rotated among member organisations hosting the annual Conference of the ASEAN Federation of Engineering Organisations (CAFEO). The permanent Treasurer of AFEO is The Institution of Engineers, Malaysia, in Kuala Lumpur.

The AFEO Governing Board at their meeting in Manila on 23rd November 1998 had agreed on the formation of the ASEAN Engineers Register (AER) hereafter referred to as the “Register”.

The AER Secretariat was set up on 3rd September 2002. Since 23rd October 2003, a permanent AFEO Secretariat has also been established.

2.0 Objectives

The objectives of the Register are as follows:

- a. To promote recognition of ASEAN engineers within and outside ASEAN;
- b. To safeguard and promote the professional interests of engineers;
- c. To foster high standards of formation and professional practice and regularly review them;
- d. To promote cultural and professional links among members of the engineering profession within ASEAN;
- e. To enhance the wealth of ASEAN countries;
- f. To provide sufficient data regarding the formation of an individual engineer for the benefit of prospective employers;
- g. To encourage a continuous updating of the quality of engineers by setting, monitoring and reviewing standards.

In pursuit of these aims, AFEO shall maintain the Register into which individuals may be admitted provided they meet the specified minimum requirements.

3.0 Concept

Education and professional systems in the various ASEAN countries vary considerably. Their values are judged by the potential competence of the engineer who emerges from them. However, differing systems can co-exist.

A description of the potential competences expected by AFEO is given below:

3.1 Potential Competence

Engineers aware of their professional responsibilities should strive to achieve competence in the following:

- An understanding of the engineering profession and of the registrants' responsibility to their colleagues, employers or clients, to the community at large, and to the environment;
- A thorough knowledge of the principles of engineering, based on mathematics, physics and informatics, appropriate to their discipline;
- A general knowledge of good engineering practice in their field of engineering and the properties, behaviour, fabrication and use of materials, components and software;
- Knowledge of the use of technologies relevant to their field of specialisation;
- Use of technical information and statistics;
- The ability to develop and use theoretical models from which the behaviour of the physical world can be predicted;
- A capacity to exercise independent technical judgments through scientific analysis and synthesis;
- An ability to work on multi-disciplinary projects;
- Knowledge of industrial relations and the principles of management, taking into account technical, financial and human considerations;
- Skills in communication, both oral and written, including the ability to write clear reports;
- An ability to apply the principles of good design in the interest of ease of manufacture and maintenance, and quality at economical cost;
- An active appreciation of the progress of technical changes and of the continuing need not to rely solely on established practices but to cultivate an attitude of innovation and creativity in the exercise of the profession of engineering;
- An ability to assess conflicting and multifarious factors (e.g. cost, quality, safety and time-scale) both in the short and long terms and to find the best engineering solution;
- An ability to provide for environmental considerations;

- The capacity to mobilise human resources;
- Fluency in one other language apart from the mother tongue.

4.0 Minimum Requirements

The criteria stipulated below are the minimum requirements for an applicant to be admitted into the Register:

- Must possess an Engineering Degree recognised by the home country;
- Must be a full-time member of the Engineering Organisation or Technological Association in the home country and is licensed to practice engineering in the home country;
- Must have a minimum of seven (7) years of post-graduate professional working experience in an engineering environment, of which two years of experience involve the responsible charge of significant work;
- Must maintain his professional development at an acceptable level; and
- Must agree to be guided by the ASEAN Engineers Code of Practice.

COMPOSITION

5.0 ASEAN Engineers Register Commission (AERC)

The Register shall be maintained by a commission called the “ASEAN Engineers Register Commission” (AERC). The AERC shall comprise of ten (10) Country Registrars from each member organisation and a Head Commissioner.

The AERC shall review and endorse the list of approved applications before forwarding it to the AFEO Governing Board. The Register shall be maintained by the member organisation hosting the AER Secretariat.

5.1 Country Registrars

Each member organisation shall appoint its own country representative, called the “Country Registrar”, to serve on the AERC. The Country Registrar shall be the Chairman of the National Monitoring Committee (NMC) in the home country.

5.2 Head Commissioner

The Institution hosting the AER Secretariat shall nominate a Head Commissioner to preside over the AERC. The nomination of the Head Commissioner is to be approved by the Country Registrars and endorsed by the AFEO Governing Board.

The Head Commissioner shall attend the meeting of the AFEO Governing Board as an observer to present the list of approved applications and the activities of the AER.

6.0 AER Executive Committee (Exco)

The Head Commissioner may establish an AER Executive Committee (Exco) to help to deal with day-to-day operations. The members of this Exco are to be appointed by the Head Commissioner.

7.0 National Monitoring Committee (NMC)

Each member organisation shall establish a National Monitoring Committee (NMC) chaired by the Country Registrar, which will vet all applications and submit the approved applications to the AERC six weeks before an AERC Meeting.

8.0 AER Secretariat

The office of the Secretariat shall be located in the country of the member organisation hosting the Register. The AFEO Governing Board shall appoint the member organisation to host the AER Secretariat. The Secretariat is to work under the instruction and supervision of the Head Commissioner.

8.1 Duties of the Secretariat

The duties of the AER Secretariat shall be to:

- Maintain the AER
- Maintain and monitor the AER Website
- Implement decisions of the AERC
- Handle the day to day duties of the AER and make reports to the Head Commissioner

8.2 Organisation Chart

The operation of the Register is as per the organisation chart in **Appendix A**.

PROCEDURES

9.0 Applications

Applications are open only to individuals from the member organisations. Applications must be made through the member organisation to their NMC. On-line application is acceptable.

The registration form must be completed in the English Language accompanied by the appropriate application fees.

9.1 Approval of Applications

The NMC shall verify that the duration of the professional engineering experience of the applicant meets the minimum requirements as specified in Clause 4.0.

9.2 Application Fees

The application fees are as follows:

- a) *Entrance Fees*
 - Per AER new member : USD10.00 per entry
- b) *Annual Subscription*
 - i) PUJA, PII, IEM, PTC, IES, EIT : USD20.00 per year
 - ii) EIC, LUSEA, MES, VUSTA : USD10.00 per year
- c) *Administration fees* :

Any other administration fees as and when decided by the individual National Monitoring Committee (NMC) for its own members.

RENEWAL OF REGISTRATION

10.0 Certificates

A certificate issued by the AER Secretariat and signed by the respective President of the member organisation and the Head Commissioner will attest the registration of an applicant as an ASEAN Engineer.

11.0 ASEAN Engineer (AE) Title

All ASEAN Engineers are entitled to use the title “ASEAN Eng.”.

12.0 Annual Subscriptions and Life Composition Fees

The AFEO Governing Board based on recommendations from the AER from time to time shall establish a schedule of annual subscription and life composition fees payable by all ASEAN Engineers.

12.1 Renewal of Registration

The ASEAN Eng title may be retained as long as the holder remains registered and observes the AFEO Code of Ethics.

Registration should be renewed triennially and the fees paid through the relevant NMCs.

12.2 Arrears in Subscription

Any members whose subscription is more than three (3) months in arrears shall be notified by the respective NMC.

An AER member whose subscription becomes twelve (12) months in arrears shall lose the right to receive any benefits accorded to AER members.

The Secretariat shall mail a final notice by post or e-mail to the last known address of any AER members whose subscription becomes nine (9) months in arrears. The name of any members whose subscription becomes twelve (12) months in arrears shall be reported to the AERC so that the appropriate action, including possible removal from the Register, can be taken.

12.3 AFEO Individual Honorary Member

Members who are conferred the AFEO Individual Honorary Membership is automatically conferred the status of Honorary ASEAN Engineers.

Honorary ASEAN Engineers are exempted from the payment of Annual Subscription fees.

12.4 Life Membership

Life membership can be obtained via one of the following criteria:

- An eligible candidate can opt to pay a one-time fee of USD200.00 to become a Life Member (LM) of the AER.
- If a member has paid the annual subscription fees for the past few years, the member he could top up the balance to USD200.00 and become a Life Member (LM).
- If a member's payment of the annual subscription totals USD200.00 or more, the member could be considered for conversion to life membership, upon submission of a formal application.

For ASEAN Engineers to be able to continue to maintain the status of Life Member, members are required to fulfill and maintain at a satisfactory level, their continuous professional development (CPD) hours.

REMOVAL FROM THE REGISTER

13.0 Termination of Membership

At any time if comes to the notice or knowledge of the members organisations that the qualifications of any AE of the Register is not one that is recognised by the member organisations, or if the AE has in some manner been wrongly admitted, then in such cases the AFEO Governing Board may at its sole discretion remove the member from the Register.

13.1 Dismissal

The following are possible grounds for the removal or dismissal of an AE from the Register:

- Misconduct, such as violation of any of the provisions of the Constitution or Regulations of member organisation and/or AFEO and is prejudicial to the interests of the Register.
- Failure to pay the annual subscription fee to renew membership.
- Death, mental retardation, criminal convictions.

The AFEO Governing Board may at its sole discretion, based on recommendation from the AERC, remove an AE from the Register.

RESIGNATION FROM THE REGISTER

14.0 Resignations

Any AE of the Register in good standing may resign his membership by a written communication to the Country Registrar of his own member organization, who shall then present it to their individual NMC. Acceptance of any resignation shall be by the NMC for their own members and notify the AER Secretariat of the resignations. Any AE of the Register whose subscriptions are not in arrears and against whom no complaint or charge is pending shall be considered in good standing.

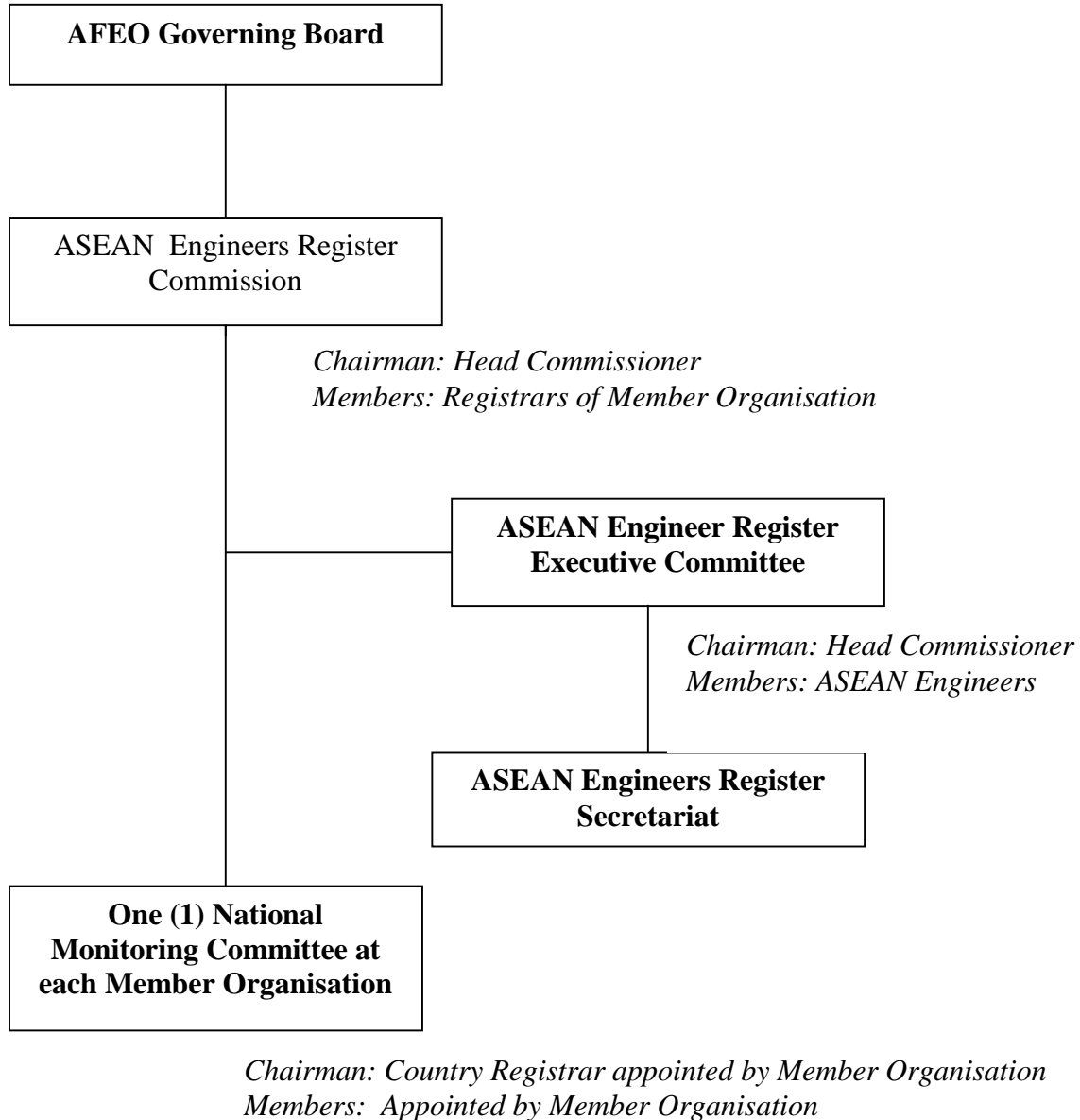
A member who resigned from the Register after paying all the fees due shall have his name removed from the Register.

14.1 Reinstatement

Any former member of the Register may re-apply for re-admission.

Amended as at 30 November 2006, CAFEO 24 in Kuala Lumpur, Malaysia

**ORGANISATION CHART
OF
ASEAN ENGINEERS REGISTER COMMISSION**



Note: Member Organisation is same as Country Institution

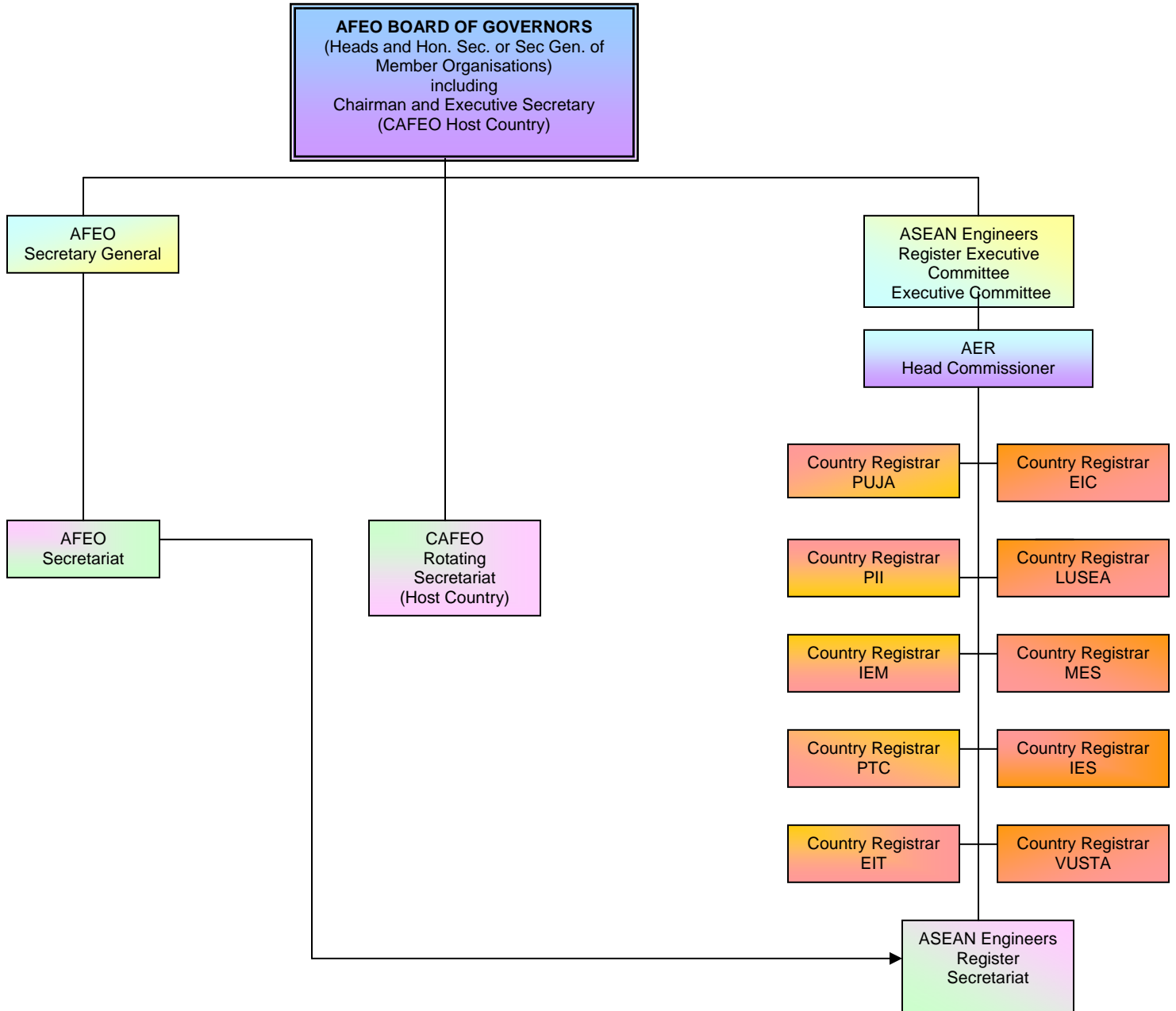
*AFEO Governing Board – meeting twice a year – different countries
based on rotation - Chaired by AFEO President*

*ASEAN Engineers Register Commission (AERC) - meeting twice a year – different countries
coincide with AFEO Governing Board meeting – Chaired by Head Commissioner*

*ASEAN Engineers Register Executive Committee – meeting once a month – based in AER Secretariat
- Chaired by Head Commissioner*

ASEAN Engineers Register Secretariat – based in same Member Organisation as Head Commissioner

*National Monitoring Committee (NMC) – based in respective country of each Member Organisation
- Chaired by Country Registrar*



**APPROVED IN PRINCIPLE FOR ENDORSEMENT AND RATIFICATION BY THE
CONSTITUENT COUNTRY REGISTRARS OF THE TEN (10) ASEAN ENGINEERING
ORGANISATIONS AND THE HEAD COMMISSIONER THIS 30th OF NOVEMBER 2006**

Signed at the 24th AFEO Governing Board meeting held at Giza Rom, Level 11, Sunway
Pyramid Convention Centre, Kuala Lumpur, Malaysia

Name:
Pertubuhan Ukur, Jurutera and Arkitek
(PUJA)

Name:
The Engineering Institution of Cambodia
(EIC)

Name:
Persatuan Insinyur Indonesia
(PII)

Name:
Lao Union of Science and Engineering
Associations
(LUSEA)

Name:
The Institution of Engineers, Malaysia
(IEM)

Name:
Myanmar Engineering Society
(MES)

Name:
The Philippine Technological Council
(PTC)

Name:
The Institution of Engineers, Singapore
(IES)

Name:
The Engineering Institute of Thailand under
His Majesty the King's Patronage
(EIT)

Name:
Vietnam Union of Science and Technology
Associations
(VUSTA)

Engr. Dr. Gue See Sew
Head Commissioner
ASEAN Engineers Register (AER)

DECLARATION OF OFFICIAL AMENDMENTS TO THE GUIDE OF THE ASEAN ENGINEERS REGISTER (AER)

We, representing the national engineering organization in ASEAN Region, accept herewith the amendments to the Guide of the ASEAN Engineers Register as approved by us in our 24th AFEO Governing Board Meeting in Kuala Lumpur, Malaysia on 2nd December 2006. This will be read in conjunction with the Guide of the ASEAN Engineer Register as approved by the Country Registrar of the AER Commission in Kuala Lumpur on 30th November 2006.

President
Pertubuhan Ukur, Jurutera dan Arkitek (PUJA)

President
The Engineering Institution of Cambodia (EIC)

President
Persatuan Insinyur Indonesia (PII)

President
The Institution of Engineers, Malaysia (IEM)

President
Myanmar Engineering Society (MES)

President
Lao Union of Science and Engineering Associations (LUSEA)

President
The Philippine Technological Council (PTC)

President
The Institution of Engineers, Singapore (IES)

President
The Engineering Institute of Thailand Under H.M.
The King's Patronage (EIT)

President
Vietnam Union of Science and Technology Associations (VUSTA)

TERMINOLOGY

Words to note with reference to the AFEO Constitution are:

AFEO Governing Board not AFEO Board of Governors or in short the Board

Members Organisation not Member Institution or otherwise known as Board members

AFEO is known as the Federation

AER Secretariat

AFEO Secretariat

AFEO Treasurer not AFEO Hon Treasurer