

ROLE OF THE VARIOUS POSITIONS IN THE AER

Head of ASEAN Engineer Register Commission

The Head of the ASEAN Engineer Register Commission is to be appointed by the AFEO Governing Board. Based on the recommendation of the IEM who have spear-headed the ASEAN Engineer Register, a Vice President of IEM was proposed as the Head of Register Commission at the 18th AFEO Governing Board meeting in Hanoi, Vietnam in year 2000. No tenure of his service in this capacity was mentioned. It was assumed that he would serve in this capacity until the AFEO Governing Board agreed to a new replacement. The Institution of Engineers, Malaysia was re-appointed as the Head of the ASEAN Engineer Register Commission at the 19th AFEO Board meeting held on 23 October 2001 in Bandar Seri Begawan, Brunei Darussalam to serve in this capacity. It was agreed that the Institution would then appoint a member from its Institution to be the Head of Register Commission. The person appointed as the Head of Register Commission was to be invited to the AFEO Governing Board meeting as an observer and to attend the Board meetings to submit his report. The Head of Register Commission would be exempted from registration fees of all future CAFEOs. At this meeting it was agreed that the position is to be not more than 5 years.

The role of the Head of the ASEAN Engineer Register Commission shall be responsible for the promotion, operation and maintenance of the Register. The Head of Register Commission appointed would chair the ASEAN Engineer Register Commission meeting. At least once or twice a year the ASEAN Engineer Register Commission is to meet and preferably a meeting be held once mid-year and another during CAFEO when all representatives of the AFEO countries are present.

The Register Commission

A Register Commission has also been set up which will be represented by each member organisation and an alternate.

The role of the Register Commission is to circulate to all member organisation, on 1st October, a list of all registration made during the previous calendar year.

ASEAN Engineer Register Commission meeting

The Head of Register Commission chaired all meetings of the ASEAN Engineer Register Commission.

The member of the Register Commission is a member of the ASEAN Engineer Register Commission and is to attend all its meetings.

The role of the ASEAN Engineer Register Commission at its meeting is to approve all submission of registered members by the Register Commission. Submission should be received before 1st October. It should comprise of the list from the previous calendar year.

National Monitoring Committee (NMC)

Each member organisation will be required to establish a National Monitoring Committee to examine application of its respective country before submitting the list to the ASEAN Engineer Register Commission meeting. The Chair of this NMC would be the Register Commission.

ASEAN Engineer Register Secretariat

The records on all affairs of the ASEAN Engineer Register is to be centralised and kept at the ASEAN Engineer Register Secretariat which is based at IEM. No tenure was also mentioned as to how long IEM is to be the Secretariat. It was presumed that the IEM will be the AER Secretariat until the AFEO Governing Board decides on the change

The IEM Secretariat its to take over the role of the AER Secretariat to handle the following items for all AFEO countries so as to have a standardised and uniform scenario throughout the various member institutions.

- issue of all registration forms
- issue of all publicity brochure, business cards, information booklet, regionalised registration forms, posters, stickers, letterheads, envelopes etc
- issue of all certificates and medallion for AER and AFEO, its folders and souvenir items

The AER Secretariat is also responsible for the maintenance of the financial records of the ASEAN Engineer Register. The duties included

- maintaining the ASEAN Engineer Register Account
- collection of subscription from members of AER in Malaysia
- Receipt and payment handling of AER matters in Malaysia
- To account for all monthly expenses
- recording of subscription forwarded by member institutions
- printing and maintaining receipt books and payment voucher booklet to each member institution (for purpose of standardisation)

In this instance and for administrative purposes, a separate ASEAN Engineer Account was set up and the amount is to be consolidated later under the IEM-AFEO Account.