

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

(1) Composition

The Award Committee comprises of the following:

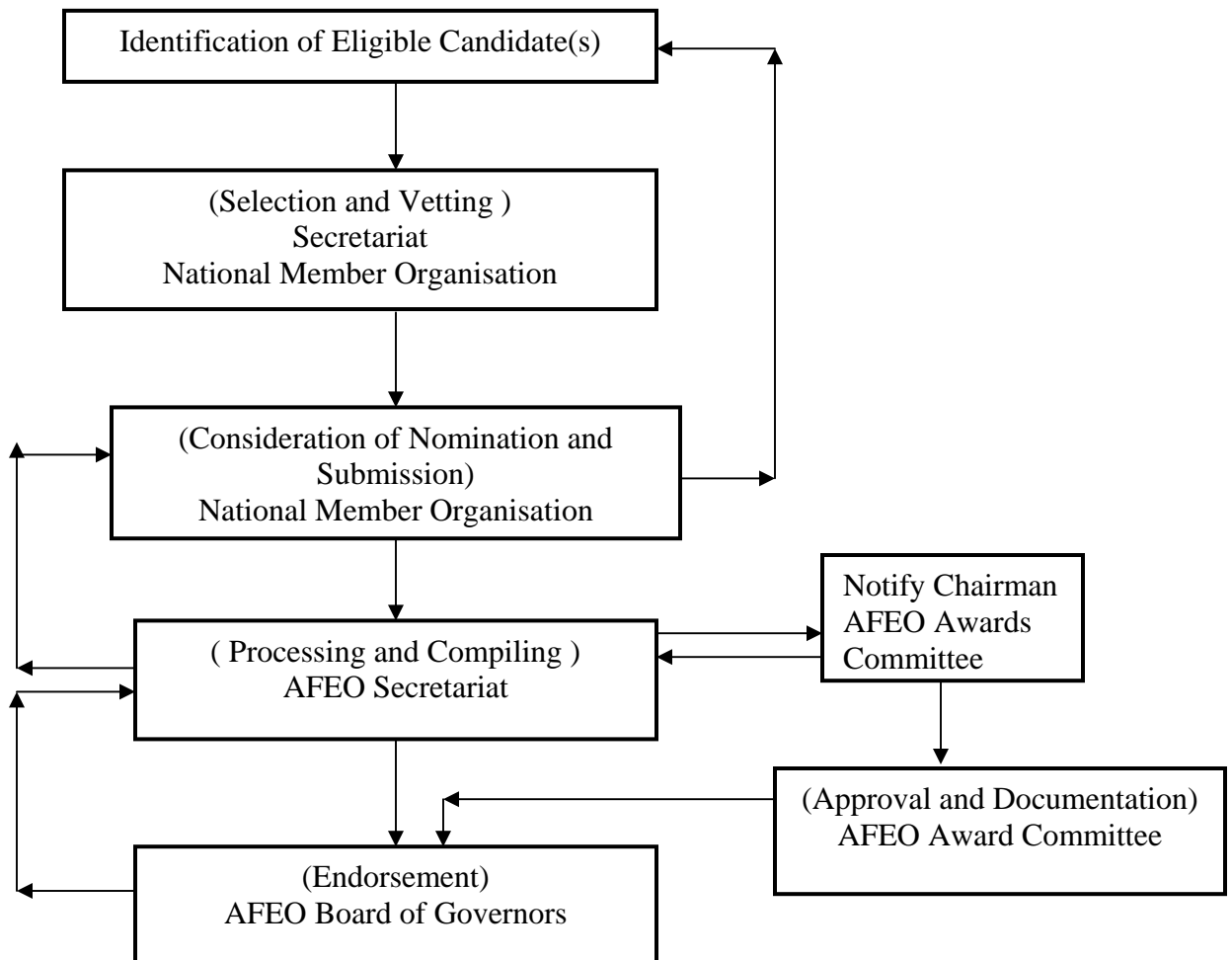
- (a) Immediate Past AFEO Chairman as Chairman of Award Committee, and either
- (b) 4 Presidents of National Member Organisation of AFEO
or
- (c) 3 Presidents of National Member Organisation and AER Head Commissioner.

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.

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

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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 Fellow*

Where possible this award shall be given at the opening ceremony of each CAFEO and the Awardee will deliver a 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.

(b) *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. annual dinner.

(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. If the deadline is not meant 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) AER Head Commissioner, with three others from the National Member Organisations as approved by the AFEO Board of Governors, or
- (c) Four National Member Organisations as approved by 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 Fellow – one per country.***
- (ii) ***Honorary Fellow – 5 per country.***
- (iii) ***Honorary Member – 10 per country.***

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

- 4.6 A Member Organisations may request the 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.

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.