

**GUIDING PRINCIPLES OF THE CONFERENCE OF
ASEAN FEDERATION OF ENGINEERING ORGANISATIONS
(CAFEO)**

1. The Conference shall be held annually on a rotational basis with each member organisation hosting it in turn as far as possible.
2. All member organisations shall support the Conference by way of contribution of papers and sending of delegates to the conference as well as by hosting the conference when it is their turn to do so.
3. Technical papers at each conference shall be as evenly spread as possible amongst the participating organisations and in order for this to be done each member organisation shall attempt as far as possible to fulfill its quota of technical papers but shall contribute no less than FIVE (5) papers to each Conference. The technical papers shall be provided to host country no later than 3 months before CAFEO.
4. Each member organisation shall attempt to send as many delegates as possible to the Conference but shall send not less than FIVE (5).
5. The Conference shall be organised on a non-profit making basis. The fee for participation shall be determined by a member organisation hosting but it shall be so calculated as to achieve as far as possible the non-profit making objective consistent with the minimum financial risk involved.
6. The member organisation hosting shall be solely responsible for the organisation and conduct of the Conference and shall assume the full financial risk involved.
7. Participants from other countries shall bear their cost of participation as for local participants, although the member organisation hosting may extend any special privileges or exemptions as it deemed fit.
8. The President, the Hon. Secretary/Secretary-General of member organisations, the AFEO Secretary-General, Head of AER Commission, AFEO Hon Advisors as well as the principal author of papers accepted shall be exempted from payment of participation fees.

Amended on
23/11/98 at 16th
AFEO Meeting in
Clarkfield,
Pampangan,
Philippines

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23/11/98 at 16th
AFEO Meeting in
Clarkfield,
Pampangan,
Philippines and
Amended on 9/11/05
at 23rd AFEO
Meeting in
Vientiane, Lao PDR

9. The member organisation hosting shall select the theme and fix the period of the Conference, although the theme selected shall be of adequate general interest to generate participation from the other member organisations.
10. At each CAFEO, the Governing Board shall reconfirm/decide the year and venue of the next two conferences.
- Amended on 2/12/06 at 24th AFEO meeting in Kuala Lumpur, Malaysia
11. The Hon. Secretary/Secretary General of the National Member Organisation hosting CAFEO will be appointed as the *Executive Secretary* of CAFEO and would be responsible to report to AFEO Governing Board on the organizing of the Conference at the host country.
- Amended on 21/11/98 at 16th AFEO Meeting in Clarkfield, Pampangan, Philippines
- Amended on 23/10/03 at 21st AFEO Meeting in Yoyjakarta Indonesia
- Amended on 9/11/05 at 23rd AFEO Meeting in Vientiane, Lao PDR
12. Compliance of the required material shall be submitted two (2) months before the CAFEO event such as:
- The President Messages including passport sized photograph and sample signature to be submitted to host country at least two (2) or three (3) months prior to the date of CAFEO. Messages could be faxed, emailed and soft copy provided to the Organiser of CAFEO.
 - Country Report to cover the achievement for the past years, short organization's profile and current issues of the Country in relation with the engineering technology. Country report should also cover the theme of the Conference and should be sent (either courier or emailed) at least a month before the date of the Conference.
 - Full text of the Country Report must be submitted at least a month before CAFEO.
 - The presentation can be in power-point but shall not exceed 10 minutes.
 - Power-point presentation should also be given to the Conference Secretariat at least two hours or a day before the date of presentation
- Amended on 21/11/98 at 16th AFEO Meeting in Clarkfield, Pampangan, Philippines
13. Proposed changes to Constitution and Bylaws as well as Guiding Principles etc made at a Governing Board meeting, must be presented back to the Council of the respective National Member Organisation for deliberation and consent, before the vote can be taken.

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14. The members of the Governing Board shall then unanimously vote any amendments or additional changes to the Constitution and Bylaws and the Guiding Principles during its next Governing Board meeting (after obtaining consent from their respective Councils).

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15. An amendment, which has been adopted, shall become effective only upon approval of the Governing Board members.