

**ASEAN Federation of Land Surveying and Geomatics  
Priorities for Administrative Year 2017-2019**

**TERMS OF REFERENCE**

**Work Group No. 7 - Organizational Capacity Building**

<b>Work Group Composition</b>		<b>Objectives</b>
Group Leader	Mr. Datuk Haji Safar Untong	To formulate an Organizational Capacity Building (OCB) Strategy and Program to obtain, strengthen and maintain capabilities and capacities to set and achieve the Federation's goals and objectives over time.
Asst. Leader	Mr. Adi Ruchiatan	
Members	Mr. Mahadi Tahir	
	Mr. Toby Kao Mr. Rodi Ismail	
<b>Timetable</b>		<b>Scope of Work</b>
Inception Report	66 <sup>th</sup> Council Meeting/ March 2018/ Taiwan	<ol style="list-style-type: none"> <li>Review the "aims and objects" under the New Constitution of the Federation and identify those that are relevant in the formulation of AFLAG's OCB Strategy and Program.</li> <li>Undertake an OCB Needs Assessment Survey involving members of the Council and selected stakeholders to bring rigor and facilitate a systematic method of determining present and future capacity building needs and req'ts.</li> <li>Formulate an OCB Strategy and Program covering individual, organizational and enabling environment levels to address the gaps identified in the Needs Assessment Survey based on existing and augmented assets.</li> <li>Formulate an OCB Implementation Guidelines, and a Monitoring and Evaluation Framework.</li> <li>Submit and discuss official narrative reports including, but not limited to, status of preparation, issues and concerns, recommendation about doable strategic and sustainable operational actions of the AFLAG Council for review and approval.</li> </ol>
Progress Report	67 <sup>th</sup> Council Meeting/July 2018/Sabah, Malaysia	
Final Report	68 <sup>th</sup> Council Meeting/November 2018/Singapore	
<b>Other Instructions</b>		
<ol style="list-style-type: none"> <li>The Group is given the leverage to coordinate with competent resource persons, entities and authorities.</li> <li>If deemed necessary, other members of the Council or Honorary Presidents may be included in the Work Group.</li> <li>Special events/meetings needing support from the Federation's Fund may be organized subject to the approval of the Council.</li> <li>Written reports should be presented and discussed during the above scheduled Council meetings.</li> <li>Resource persons, reference materials and other relevant information should be annexed to the Final Report (contents shall be finalized).</li> </ol>		