

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

TERMS OF REFERENCE

Work Group No. 1 - Strategic Plan Formulation

Work Group Composition		Objectives
Group Leader Asst. Leader Members	Mr. Randolph Vicente Mr. Gerry Ong Other Members of the ExeCom	To formulate a Ten-Year Strategic Plan that will embody the long-term needs and aspirations of members of the Federation that will clearly define the goals, objectives and program thrusts.
Timetable		Scope of Work
Inception Report	67 th Council Meeting/ August 2018/Sabah, Malaysia	<ol style="list-style-type: none"> 1. Identify the issues and concerns besetting the Federation and the members that are represented through consultation and/or survey questionnaires. 2. Adopt the appropriate strategic planning tools involving the results of consultation meetings and survey of respondents about the issues and concerns which will be presented through a schematic “fishbone” diagram and/or a problem tree. 3. Specify alternative strategic options, and define the vision and mission, strategic goals and objectives, and policy and program thrusts. 4. Translate the objectives into doable projects and activities spread within ten-year period. 5. Define the required management interventions to ensure the attainment of goals and objectives. 6. If time permits, specify the means of verification for the policy and program thrusts. 7. Submit and discuss official narrative reports including, but not limited to, recommendations to realize the Ten-Year Strategic Plan for review of the Council.
Progress Report	68 th Council Meeting/December 2018/Singapore	
Final Report	69 th Council Meeting/April 2019/Vietnam	
Other Instructions		
<ol style="list-style-type: none"> 1. The Group is given the leverage to coordinate with competent resource persons, entities and authorities. 2. If deemed necessary, other members of the Council or Honorary Presidents may be included in the Work Group. 3. Special events/meetings needing support from the Federation’s Fund may be organized subject to the approval of the Council. 4. Written reports should be presented and discussed during the above scheduled Council meetings. 5. Resource persons, reference materials and other relevant information should be annexed to the Final Report (contents shall be finalized). 		