

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

TERMS OF REFERENCE

Work Group No. 3 - Virtual Library Development

Work Group Composition		Objectives
Group Leader	Mr. Saharuddin Musa	To develop and operationalize a systematically organized collection of and easy direct or indirect access to electronic data-information-knowledge in a variety of remote locations through a local online catalogue or other gateway such as the Internet.
Asst. Leader	Mr. Ali Bakar Bin Hj Kassim	
Members	Mr. Sugeng Prijadi	
	Mr. Leong Kin Weng Mr. Duan Shiming	
Timetable		Scope of Work
Inception Report	66 th Council Meeting/ March 2018/ Taiwan	<ol style="list-style-type: none"> Review the “aims and objects” under the New Constitution of the Federation and identify those that are relevant to the development of Virtual Library. Undertake a Virtual Library Needs Assessment Survey involving members of the Council and selected stakeholders. Formulate a schematic diagram of data/information needs and data warehouse framework based on the results of the virtual library needs assessment survey. Design, analyze, and develop a Proto-type database and knowledge management component within the Official Website (enhanced version) of AFLAG. Prepare the Operational Guidelines and User Management as well as the link between the virtual library and enhanced Website of AFLAG. Submit and discuss official narrative reports including, but not limited to, status of development, recommendation about doable strategic and sustainable operational actions of the AFLAG Council.
Progress Report	67 th Council Meeting/July 2018/Sabah, Malaysia	
Final Report/ Deployment	68 th Council Meeting/November 2018/Singapore	
Other Instructions		
<ol style="list-style-type: none"> The Committee is given the leverage to coordinate with competent resource persons, entities and authorities. If deemed necessary, other members of the Council or Honorary Presidents may be included in the Work Group. Special events/meetings needing support from the Federation’s Fund may be organized subject to the approval of the Council. Written reports should be presented and discussed during the above scheduled Council meetings. Resource persons, reference materials and other relevant information should be annexed to the Final Report (contents shall be finalized). 		