

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

TERMS OF REFERENCE

Work Group No. 5 - Website Enhancement and Operationalization

Work Group Composition		Objectives
Group Leader Asst. Leader Members	Engr. Eduardo Sarmiento Mr. Leong Kin Weng Mr. Shaharuddin Musa Mr. Ady Ruchiatan Mr. Mahadi Tahir	To develop, enhance, operate and maintain the existing AFLAG Website which shall serve as internal data and information hub, and the gateway for non-members to the Federation.
Timetable		Scope of Work
Inception Report	66 th Council Meeting/ March 2018/ Taiwan	<ol style="list-style-type: none"> 1. Assess the existing AFLAG Website and define the areas or items for improvement or enhancement. 2. Set the goals and objectives of enhancement and the necessary arrangements for creation. 3. Define the site structure, design, and content strategy through a competent Web Developer duly commissioned for the purpose. 4. Develop and create the contents of the Website, ensure proper linkages to the websites of members, partners and other stakeholders. 5. Coordinate with Work Group No. 4 (Virtual Library) for integration or real-time linkage purposes. 6. Design, analyze, and develop a Proto-type for review and evaluation. 7. Develop a strategy for the easy operation and population of data and information as well as options to guarantee the proper maintenance for sustainability of the Website. 8. Submit and discuss official narrative reports including, but not limited to, status of development, recommendation about doable strategic and operational actions of the AFLAG Council.
Progress Report	Before the 67 th Council Meeting/July 2018/Sabah, Malaysia	
Final Report/ Deployment	On the day of the 67 th Council Meeting/July 2018/Sabah, Malaysia	
Other Instructions		
<ol style="list-style-type: none"> 1. The Committee 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). 		