

## PERTUBUHAN AKITEK MALAYSIA (PAM)

### GUIDELINES ON REPORTING FOR PAM REPRESENTATIVES ON GOVERNMENT COMMITTEES, COUNCIL AND BOARDS

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#### **Purpose**

The purpose of these guidelines is to define the role and responsibilities of PAM Representatives appointed on various government committees, councils and boards, and private sector associations / trade organisations, and to provide an effective reporting system back to PAM.

With a clear-cut set of guidelines, the Representatives can play a more effective role in representing the views of the PAM and provide the necessary feedback to PAM on the deliberations of the committees, councils and boards which they sit on.

#### **Appointment of PAM Representatives**

1. The appointment of the Representatives must be approved by PAM Council.
2. In the case where the Representative is at Chapter level, the appointment will be approved by the respective PAM Chapter Committee.

#### **Roles and Responsibilities of the PAM Representatives**

1. Appointed Representatives of PAM must conduct themselves in a manner that upholds the credibility and good image of PAM.
2. Where the Representatives are required to comment on policy matters on behalf of PAM, any views expressed by the Representatives must be qualified in the first instance that they are given "in principle" subject to the endorsement of PAM Council. Where "policy matters" are concerned, the Representative should seek the guidance and advice of PAM President or Hon Secretary.  
If the comments required are technical in nature, the views expressed by the Representatives shall be based on their own experience and knowledge, and not that of PAM.
3. Representatives are not to commit PAM financially in any way without prior approval, whether verbal or written, of the PAM Council.
4. The Representatives themselves must attend the meetings of the committees, etc. on which they sit. No person other than the alternate, if any, appointed by PAM can attend the meetings, on their behalf. In the event the main representative is unable to attend, he / she shall liaise with the alternate, if any, to attend. If this is not possible, he /she should inform the President or Hon Secretary.
5. The Representatives are expected to attend all meetings of the committees, etc. on which they sit. If they are absent 3 times consecutively, without valid reasons, they shall be removed as PAM Representatives. However, any decision of whether they should be removed and replaced or they be reinstated rests with the PAM Council or Chapter Committee.
6. A Representative who resigns from the company in which he/she was employed at the time of the appointment, must inform PAM of the change. The decision of whether he/she shall continue to represent PAM will be decided by PAM Council or Chapter Committee.

#### **Reporting System of PAM Representative**

1. The contact address between the Government agencies and PAM Representatives shall be PAM Office. Correspondences received by PAM will be sent to the Representatives concerned. Any correspondence from the Representatives to the Government agencies and associations/organisations shall be sent with prior approval of President or Hon Secretary.
2. The Representatives are required to provide feedback to the President or Hon Secretary on the deliberations and decisions of the Committees, etc. on which they sit. A sample of the reporting format is attached. The report shall be submitted within a week of the meeting held.

Dated : 16 September 2008

**REPORTING FORM**

**Report of PAM Representatives  
on Government Standing Committees, Councils and Boards**

- 1. Title or Nature of Meeting/Seminar/workshop attended : \_\_\_\_\_
  
- 2. Name of Government Standing Committees, Council or Board : \_\_\_\_\_
  
- 3. Name of PAM Representative (s) : (a) \_\_\_\_\_  
(b) \_\_\_\_\_
  
- 4. Date, Time and Venue of Meeting : \_\_\_\_\_  
\_\_\_\_\_
  
- 5. Chairman of Meeting : \_\_\_\_\_
  
- 6. Other Key People/Parties/Institution represented at meeting : (a) \_\_\_\_\_  
(b) \_\_\_\_\_

7. Important matters or issues discussed at the meeting that are of interest to PAM :-  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Matters or issues requiring direction or attention of PAM Council :-  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Date of next meeting : \_\_\_\_\_

Submitted by : \_\_\_\_\_  
Date : \_\_\_\_\_