



ASSOCIATION OF CERTIFIED SECURITY AGENCIES, SINGAPORE

STANDARD OPERATING PROCEDURES ON REPRESENTATIVES TO EXTERNAL MEETINGS

1. External Meetings

- a. In recent times, the President is invited and required to attend meetings and discussion with the various government ministries and agencies. These meetings are convened to confer on how to improve the security industry's posture and directions.

2. Representatives to External Meetings

- a. In addition to the President, the Deputy President will attend all external meetings which allows the Deputy President to be au fait with the issues raised during the discussions and meetings.
- b. To allow all Executive Committee members to be exposed and familiar with the various issues discussed and decided at such meetings. This SOP allows the President to nominate Executive Committee members either to accompany the President or represent the President at such meetings.
- c. Attendance at such meetings will also provide members of the Executive Committee an opportunity for them to get familiar with the various officials from the different ministries and agencies.
- d. At the first meeting of the newly elected Executive Committee, the meeting will decide on the representatives to the various meetings. The representatives are at **Annexe A**.
- e. The representatives will be present the collective view of ACSA and avert personal interests.
- f. The Assistant Honorary Secretary will be appointed to act as the Liaison Officer to coordinate ACSA Executive Committee attendance at such meetings.

Amendment History	
Date of Issue	Brief Description of Changes
16 Jan 2018	Guidelines on nominating representatives to attend external meetings on behalf of ACSA.

Date of First Issue : 16 Jan 2018

Approved at the ACSA Executive Committee Meeting on 16 Jan 2018.

Name & Signature of President

Name & Singnature of Hon.Secretary

ANNEXE A

Sr No	Name of Agency'	Name of Representatives	Alternative
1	Security Industry Forum (SIF) PLRD Matters	a. President b. Hon. Secretary	a. Asst. Hon Secretary b. Hon. Treasurer c. Nair d. John Vijayan
2	Security Tripartite Cluster (STC)	a. President b. Hon. Secretary c. John Vijayan	a. Hon. Treasurer b. Vicky Nathan c. Khairul d. Peggy Tay
3	Security Industry Council (SIC)	a. President b. Hon. Secretary c. Asst. Hon Secretary	a. Hon Treasurer b. Peggy Tay c. John VV
4	Security Industry Transformation Committee (SITC)	a. President b. Hon. Secretary c. Asst. Hon Secretary	a. Hon Treasurer b. Vicky Nathan c. Khairu; d. Peggy Tay
5	MSF	a. President b. Asst. Secretary c. John Vijayan	a. Hon Secretary b. Asst. Hon Treasurer c. Peggy d. Nair
6	MoM	a. President b. Asst. Secretary c. John Vijayan	a. Hon Secretary b. Asst. Hon Treasurer c. Nair d. Peggy e. Renee f. Khairul

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7	SG Secure	a. Gary b. Renee c. Vicky	a. Nair b. Khairul c. Peggy
8	SCDF	a. John Vijayan	a. Asst. Secretary
9	MINDEF	a. Asst. Secretary b. Khairul	a. Asst Hon Treasurer
10	WSG/SFS	a. Asst. Hon Treasurer b. Peggy	a. Vicky b. Khairul
11	Media Relations	a. President b. Hon. Secretary	